

**North Dakota  
International Registration Plan  
Instruction Manual  
September 2013**

**IRP**



Prepared by

**NORTH DAKOTA DEPARTMENT OF TRANSPORTATION**

BISMARCK, NORTH DAKOTA

[www.dot.nd.gov](http://www.dot.nd.gov)

**DIRECTOR**

Grant Levi, P.E.

**Motor Vehicle Division**

Linda Sitz

## Table of Contents

Registration Manual Disclosure . . . . .	1
Location . . . . .	1
Hours . . . . .	1
Additional Phone Numbers you might need: . . . . .	1
Registration Offices . . . . .	1
What is IRP? . . . . .	2
Members of IRP . . . . .	2
How IRP Works . . . . .	2
Apportioned Registration Does Not: . . . . .	2
When to Apportion Your Vehicle . . . . .	2
Apportionable Vehicle . . . . .	2
Selection of Base Jurisdiction . . . . .	3
Exempt Vehicles . . . . .	3
Types of Operations. . . . .	3
For-Hire Carriers. . . . .	3
Private Carriers . . . . .	3
Owner-Operators . . . . .	3
Buses . . . . .	3
Regular Routes . . . . .	3
Charters . . . . .	4
Household Goods Carriers . . . . .	4
Equipment Leased From Service Representative . . . . .	4
Owner-Operator Leased Equipment . . . . .	4
Rental Vehicles. . . . .	4
Rental Definitions. . . . .	4
Rental Passenger Cars . . . . .	4
One-Way Vehicles . . . . .	5
Applications and Forms . . . . .	5
Completion of Applications. . . . .	5
Applications and Forms. . . . .	5
New Registrations . . . . .	5
Registration and/or Titling Instructions . . . . .	5
North Dakota Titles. . . . .	5
Manufacturer Certificate of Origin (MCO). . . . .	5
Out-of-State Title . . . . .	5
Supplemental Applications . . . . .	6
To add and delete vehicle(s) . . . . .	6
To Increase/Decrease a Vehicle(s) Weight in a Jurisdiction. . . . .	6
To Add a Jurisdiction(s) . . . . .	6

Renewals . . . . .	6
Name Change . . . . .	6
Federal Heavy Vehicle Use Tax . . . . .	6
Options for Receiving Credentials . . . . .	7
Payment Options . . . . .	7
Enforcement . . . . .	7
Refunds . . . . .	7
North Dakota Refund Policy . . . . .	7
IRP Jurisdictions . . . . .	7
North Dakota Credit Policy . . . . .	7
IRP Jurisdictions . . . . .	7
Temporary Registration . . . . .	7
Commercial Trip Permit . . . . .	7
IFTA Fuel Permit . . . . .	7
Hunters Permit . . . . .	8
Permits for Oversize/Overweight Vehicle and Load Movements . . . . .	8
Mileage/Operational Records - IRP . . . . .	8
Source Documents . . . . .	8
Driver's Trip Records . . . . .	8
Trip Permits . . . . .	8
International Fuel Tax Agreement -IFTA . . . . .	8
North Dakota is your base jurisdiction for IFTA licensing and reporting if: . . . . .	8
IFTA License Application Procedure . . . . .	9
Motor Carrier Operating Authority . . . . .	9
Interstate . . . . .	9
Intrastate . . . . .	9
USDOT Number . . . . .	9
PRISM . . . . .	9
Registration . . . . .	9
How does PRISM affect IRP registration? . . . . .	10
Unified Carrier Registration Program (UCR) . . . . .	10
Mileage/Operational Record-Keeping Requirements . . . . .	10
Retention and Availability of Records . . . . .	10
Contents and Adequacy of Records . . . . .	10
Appeals . . . . .	11
Records Retention Period . . . . .	12
Audits - IRP . . . . .	12
Authority to Audit . . . . .	12
Purpose of an Audit . . . . .	12
Audit Procedures . . . . .	12

Other Audits . . . . .	12
Appendix A . . . . .	A-1
Apportionable. . . . .	A-1
Jurisdiction Maximum Weight Chart . . . . .	A-2
Jurisdiction Weight Permits Information. . . . .	A-3
Appendix B - Forms. . . . .	B-1
SFN 2477 - International Registration Plan Original Application (Schedule A) (1 of 3) . . .	B-2
SFN 2477 - International Registration Plan Original Application (Schedule A) (2 of 3) . . .	B-3
SFN 2477 - International Registration Plan Original Application (Schedule B) (3 of 3) . . .	B-4
Instructions for Completing Original Application Schedule A: Page 1 . . . . .	B-5
SFN 2479 - International Registration Plan Supplemental Application (Schedule C) (1 of 3) . . . . .	B-6
SFN 2479 - International Registration Plan Supplemental Application (Schedule C) (2 of 3) . . . . .	B-7
SFN 2479 - International Registration Plan Supplemental Application (Schedule C) (3 of 3) . . . . .	B-8
Instructions for completing Supplemental Application (Schedule C) . . . . .	B-9
Column 1 - ND Title Number - Enter ND title number if applicable . . . . .	B-9
SFN 2872 - Application For Certificate Of Title & Registration Of A Vehicle (1 of 2) . . . .	B-10
SFN 2872 - Application For Certificate Of Title & Registration Of A Vehicle (2 of 2) . . .	B-11
Application for Certificate of Title & Registration of a Vehicle . . . . .	B-12
SFN 13060 - IRP Added Jurisdictions Request . . . . .	B-13
Instructions for Completing Added Jurisdiction Request: . . . . .	B-14
SFN 53330 - IRP Weight Increase. . . . .	B-15
Instructions for Completing Weight Increase: . . . . .	B-16
SFN 18609 - Damage/Salvage Disclosure Statement . . . . .	B-17
FORM 2290 - Schedule 1 - Schedule Of Heavy Highway Vehicles . . . . .	B-18
FORM MSC-150 - Motor Carrier Identification Report Application for USDOT Number). . . . .	B-19
Unified Carrier Registration Form . . . . .	B-20
Glossary . . . . .	C-1
Glossary Definitions . . . . .	C-1

## Registration Manual Disclosure

This manual provides information on how certain activities are performed and is designed to guide and assist individuals in performing the registration of apportioned vehicles. When appropriate, there may be deviations from these written procedures due to changes in policies, interpretation, or law. Applicants are encouraged to read and follow the written instructions precisely to speed up the registration process. Same day service may not always be available. This manual may be changed at anytime.

An applicant who requires more information than is contained in this manual may contact:

Motor Carrier Section  
Motor Vehicle Division  
North Dakota Department of Transportation  
608 East Boulevard Avenue, Suite 103  
Bismarck, North Dakota 58505-0791  
Telephone: 701-328-1287

## Registration Offices

<b>All new accounts and renewals must be processed at the Bismarck office in person or by mail:</b>	
<b>Motor Vehicle Division- Motor Carrier Section</b> ND Department of Transportation 608 E. Boulevard Ave, Suite 103 Bismarck, ND 58505-0791	7:30 a.m. - 4:45 p.m.
<b>For vehicle additions/deletions, added jurisdictions, and weight increases:</b>	
<b>LOCATION</b>	<b>HOURS</b>
<b>Dickinson</b> - T-Rex Plaza 1173 3rd Ave W, Suite 37 Dickinson, ND 58601 701-227-6540	8:30 a.m. - 12:00 p.m. 1:00 p.m. - 4:30 p.m. MST
<b>Fargo</b> - Westfield Business Park 855 45th Street South Fargo, ND 58103 701-282-5070	8:00 a.m. - 4:30 p.m.
<b>Grand Forks</b> - Grand Cities Mall 1726 South Washington Street, Suite 55 Grand Forks, ND 58201 701-772-1390	8:30 a.m. - 4:30 p.m.
<b>Minot</b> - Arrowhead Shopping Center 1600 Second Avenue SW, Suite 5 Minot, ND 58701 701-857-8221	8:30 a.m. - 5:00 p.m. M,T,W,F 8:30 a.m. - 5:30 p.m. Thurs.
<b>Rugby</b> 140 Viking Dr Rugby, ND 58368-2456 701-776-5734	9:00 a.m. - 12:00 p.m. 1:00 p.m. - 5:00 p.m.

## Additional Phone Numbers you might need:

<b>Business</b>	<b>Phone Number</b>
Federal Motor Carrier Safety Administration	701-250-4346
North Dakota Motor Carriers Association	701-223-2700
ND Highway Patrol Motor Carrier	701-328-5128
ND Highway Patrol Permit Office	701-328-2621
IRS Bismarck - 2911 N 14th St	701-221-5834
IRS Fargo - 657 Second Ave N	701-232-4710
IRS Grand Forks - 102 N 4th St	701-746-5283
IRS Minot - 305 17th Ave SW	701-839-7741
IRS Toll Free Number	1-800-829-1040
North Dakota Secretary of State	701-328-2900

## What is IRP?

### Members of IRP

IRP stands for International Registration Plan, which is a cooperative agreement for registering vehicles that travel into two or more jurisdictions. IRP provides for payment of licensing fees based on fleet miles operated. The unique feature of the IRP is that although license fees are paid to the base jurisdiction and distributed to various jurisdictions in which fleet vehicles are operated, only one (1) license plate or two plates, if a bus, and one (1) cab card is issued for each fleet vehicle. The following jurisdictions are IRP members.

Alabama	AL	New Brunswick *	NB
Alberta *	AB	New Foundland *	NL
Arizona	AZ	New Hampshire	NH
Arkansas	AR	New Jersey	NJ
British Columbia *	BC	New Mexico	NM
California	CA	New York	NY
Colorado	CO	North Carolina	NC
Connecticut	CT	North Dakota	ND
Delaware	DE	Nova Scotia *	NS
Dist of Columbia	DC	Ohio	OH
Florida	FL	Oklahoma	OK
Georgia	GA	Ontario *	ON
Idaho	ID	Oregon	OR
Illinois	IL	Pennsylvania	PA
Indiana	IN	Prince Edward Is. *	PE
Iowa	IA	Quebec *	QC
Kansas	KS	Rhode Island	RI
Kentucky	KY	Saskatchewan *	SK
Louisiana	LA	South Carolina	SC
Maine	ME	South Dakota	SD
Manitoba *	MB	Tennessee	TN
Maryland	MD	Texas	TX
Massachusetts	MA	Utah	UT
Michigan	MI	Vermont	VT
Minnesota	MN	Virginia	VA
Mississippi	MS	Washington	WA
Missouri	MO	West Virginia	WV
Montana	MT	Wisconsin	WI
Nebraska	NE	Wyoming	WY
Nevada	NV		
(The ten jurisdictions marked by an asterisk (*) are also members of CAVR.)			

### How IRP Works

Under IRP, interstate carriers must file application(s) with the jurisdiction in which they

are based. The base jurisdiction issues registration credentials for each vehicle. Roadside enforcement uses these credentials to verify and validate registrations. The apportioned plate(s), decal(s), and cab card(s) are registration credentials you need to operate in member jurisdictions. Registration fees are calculated according to each jurisdiction's specific fee structure.

IRP jurisdictions have agreed to allow the base jurisdiction to collect the applicable fees for apportionment for all jurisdictions collectively and at one time. These fees are then sent to other IRP jurisdictions according to:

- Percentage of miles traveled in each jurisdiction;
- Vehicle identification information;
- Registered weight;
- Value, age, type of vehicle, etc. (in some jurisdictions).

Under the IRP all member jurisdictions:

- Accept a single registration plate. Buses will be issued two plates;
- Accept a single registration card (cab card);
- Allow registrants to travel both interstate and intrastate jurisdictionally. (Intrastate travel is subject to the terms of the operating authority issued by each member jurisdiction).

### Apportioned Registration Does Not:

- Waive or exempt a carrier from obtaining operating authority from any jurisdiction in which the apportioned vehicle travels (either inter or intra);
- Waive or replace the requirements of the International Fuel Tax Agreement (IFTA);
- Waive or exempt the payment or reporting of other taxes (income tax, sales tax, etc.);
- Allow registrants to exceed the maximum length, width, height, or axle limitations;
- Waive or exempt the payment or reporting of the Federal Heavy Vehicle Use Tax (Form 2290);
- Exempt a carrier from filing the necessary proof of liability coverage in each jurisdiction, where required.

## When to Apportion Your Vehicle

### Apportionable Vehicle

"Apportionable Vehicle" means (except as provided below) any Power Unit that is used or



intended for use in two or more member jurisdictions and that is used for the transportation of persons for hire, or designed, used, or maintained primarily for the transportation of property, and:

1. Is a power unit having two axles and a gross vehicle weight or registered gross vehicle weight in excess of 26,000 pounds; or
2. Is a power unit having three or more axles, regardless of weight; or
3. Is used in combination, when the weight of such combination exceeds 26,000 pounds gross vehicle weight.

Vehicles, or combinations thereof, having a gross vehicle weight of 26,000 pounds or less, two-axle vehicles and buses used in transportation of chartered parties may be proportionally registered at the option of the registrant.

## **Selection of Base Jurisdiction**

An applicant may elect as its base jurisdiction where the applicant has an established place of business, where the fleet the applicant seeks to register under the plan accrues distance, and where operational records of the fleet are maintained or can be made available.

An applicant that does not have an established place of business in any jurisdiction may designate a base jurisdiction where the applicant can demonstrate residence, where the fleet the applicant seeks to register under the plan accrues distance, and where operational records of the fleet are maintained or can be made available.

To established residency in North Dakota, at least three of the following must be provided:

- If applicant is an individual, a North Dakota Driver's License;
- If applicant is a corporation, that it is incorporated in North Dakota or registered to conduct business as a foreign corporation in North Dakota;
- If applicant is a corporation, that the principal owner is a resident of North Dakota;
- Federal or North Dakota tax returns;
- Personal property tax;
- Utility, phone, or cable bills;
- Insurance of medical card;
- Letter from IRS or FMSCA; or
- Other factors showing clear evidence of residency to the satisfaction of North Dakota.

**NOTE:** Proofs must all show the same address and must be a street address. A PO Box is not acceptable.

## **Exempt Vehicles**

The IRP exempts the following vehicles from IRP registration. (However, a North Dakota registration plate will still be required to be displayed).

- Vehicles operating under separate reciprocity agreements that the IRP has not superseded; or
- Recreational vehicles used for personal pleasure or travel by an individual or family; or
- Commercial vehicles displaying restrictive plates that have geographic area, mileage or commodity restrictions; or
- Trailers.

## **Types of Operations**

### **For-Hire Carriers**

Any person, firm, or corporation who engages in transportation by motor vehicle of passengers, commodities, or property for compensation.

### **Private Carriers**

A person, firm, or a corporation that uses its own trucks to transport its own freight.

### **Owner-Operators**

Owner-operators who lease their vehicle(s) may register in one of two ways:

- The owner-operator may be the registrant. The vehicle(s) will be titled and registered in the name of the owner-operator. The owner-operator will be responsible for registration of such vehicle(s) and for establishing and maintaining records required of proportionally registered fleets.
- The carrier (lessee) may be the registrant. The vehicle(s) will be registered in the names of both the carrier as lessee and the owner-operator as lessor. The carrier will be responsible for registration of such vehicle(s) and for establishing and maintaining records required of proportionally registered fleets.

## **Buses**

### **Regular Routes**

Apportionment is a requirement under IRP for all buses traveling regularly scheduled routes. At the option of the registrant, total miles may



be the sum of all actual in-jurisdiction miles or a sum equal to the scheduled route miles per jurisdiction from the farthest point of origination to the farthest point of destination of the route schedule.

### **Charters**

Buses used exclusively for the transportation of 'chartered parties' are exempt from apportioned registration under IRP. The jurisdiction will apportion upon request.

### **Private**

Apportionment is a requirement under IRP for all buses used exclusively for the transportation of passengers for compensation or gain.

### **Household Goods Carriers**

#### **Equipment Leased From Service Representative**

Household Goods Carriers using equipment leased from service representatives may elect to base that equipment in either the base jurisdiction of the service representative or that of the carrier.

- If the base jurisdiction of the service representative is selected, the equipment shall be registered in the service representative's name, and the Household Goods Carrier shall be shown as lessee. The apportionment of fees shall be according to the combined mileage records of the service representative and the carrier. Such records must be kept or made available in the service representative's base jurisdiction.
- If the base jurisdiction of the Household Goods Carrier is selected, the equipment shall be registered in the name of the carrier and that of the service representative as lessor. The apportionment of fees shall be according to the combined mileage records of the carrier and those of the service representative. Such records must be kept or made available in the Household Goods Carrier's base jurisdiction.

#### **Owner-Operator Leased Equipment**

For equipment owned and operated by owner-operators other than service representatives, and used exclusively to transport cargo for the Household Goods Carrier; the equipment shall be registered by the carrier in the base jurisdiction of the carrier, but in both the owner-operator's name as lessor and that of the carrier's as lessee, with the apportionment of fees according to the records of the carrier.

## **Rental Vehicles**

### **Rental Definitions**

For purposes of IRP, the following definitions are applicable to rental vehicles:

- Rental Owner - an owner principally engaged in renting (one or more rental fleets) to others or offering for rental the vehicles of such fleets, without drivers.
- Rental Fleet - one or more vehicles that are rented or offered for rental without drivers and designated by a rental owner as a rental fleet.
- Rental Vehicle - a vehicle of a rental fleet.
- Renting and Leasing - the giving of possession and control of a vehicle for valuable consideration for a specified period of time.
- Rental Transaction - for the rental of a vehicle, this shall be deemed to occur in the jurisdiction where such vehicle first comes into possession of the user.

IRP specifically provides for the registration of various types of rental fleets; CAVR provides for the registration of 'One-Way Truck Rentals' only.

Rental fleets owned by any person or firm engaging in the business of renting vehicles with or without drivers for valuable consideration for a specific period of time shall be extended full interstate or intrastate privileges, providing that:

- Such person or firm has received either the appropriate operating authority or approval from the jurisdiction to apportion such rental fleet, and;
- The operational records of the fleet are maintained by the rental owner and must be identifiable as being part of such fleet; and
- Such vehicles are part of a rental fleet that are identifiable as being a part of such fleet and must include the specified number of vehicles; and
- Such person or firm registers the vehicles as described below:

### **Rental Passenger Cars**

Divide the gross revenue received in the preceding year for use of such rental arising from passenger car rental transactions occurring in North Dakota by the total gross revenue received in the preceding year for the use of such rental vehicles arising from passenger car rental transactions occurring in all member (IRP) jurisdictions in which such vehicles were oper-

ated. The resulting percentage shall be applied to the overall total number of rental passenger cars to determine the actual number of rental passenger cars that shall be plated and pay full registration fees in North Dakota.

**NOTE:** Allocation of rental cars is at the option of the registrant.

### **One-Way Vehicles**

Trucks of less than 26,000 lbs./11,793 kg gross vehicle weight operated as part of an identifiable one-way fleet will allocate and fully plate vehicles to the respective jurisdictions based on the fleet mileage factor. All trucks of such one way fleets so qualified will be allowed to perform both interstate and intrastate movements in all jurisdictions. These vehicles must also meet all specific requirements for intra-state/intra-jurisdictional travel.

## **Applications and Forms**

### **Completion of Applications**

The applicant is responsible for properly completing all forms necessary to register vehicles under apportioned registration agreements. If you submit an incomplete application, you will be asked to provide the information or submit a new, revised application. Incorrect or partial completion of an application will delay processing.

Data on the application is subject to review and verification; base jurisdiction acts for all jurisdictions in the collection and verification of such information, and the registrant's signature attests to the accuracy.

### **Applications and Forms**

Apportioned application forms are available at our office, or can be obtained online at [www.dot.nd.gov](http://www.dot.nd.gov). Sample forms and detailed instructions are included in Appendix B of this guide.

## **New Registrations**

Fully complete and submit Schedule A and Schedule B. (See Appendix B for forms and instructions.) North Dakota uses a quarterly staggered registration system. Carriers have the option of selecting one of the following quarters for their fleet's expiration (March 31, June 30, September 30, or December 31). New registrants must select one of the three options on Schedule B to determine mileage.

If all states to be apportioned are not adjacent or bordering one another, the carrier must provide an explanation.

A prorated vehicle with an out-of-state title

is required to be registered, but not titled in North Dakota unless there is a change of ownership. However, a prorated vehicle with a title from Alaska, Delaware, Montana, New Hampshire, Oregon, or any Canadian province is required to be titled and registered in North Dakota.

## **Registration and/or Titling Instructions**

### **North Dakota Titles**

Before a vehicle may be apportionally registered in North Dakota, the carrier must:

1. If purchasing a vehicle already titled in North Dakota, provide the title properly assigned and free of all prior liens;
2. If the ownership on the North Dakota title is not changing, provide the title number and VIN.

### **Manufacturer Certificate of Origin (MCO)**

1. Provide the properly assigned MCO.

### **Out-of-State Title**

If the vehicle is titled in another jurisdiction and changing ownership, please provide the title, properly assigned and free of all prior liens.

If the vehicle is titled in another jurisdiction and not changing ownership, you have two options:

1. Transfer the out-of-state title to a North Dakota title (provide the original title);
2. Keep the title as is and register only in North Dakota (a copy of the title must be submitted).

**Note:** If titled in Alaska, Delaware, Montana, New Hampshire, Oregon, or any Canadian province, the title must be transferred to ND and excise tax will be due on the fair market value.

All of the above must include the following:

- A completed International Registration Plan Original Application (Schedule C for existing accounts);
- An Application for Certificate of Title and Registration of a Vehicle (SFN2872) (not required for North Dakota titles);
- A Bill of Sale for any transfers (the purchase price should include any additions and/or modifications made at the time of purchase and freight. It should not include the FET, document fees, or labor costs. Rebates should also be subtracted from the purchase price);

- A Damage Disclosure Statement (SFN18609 or on the back of the Application for Certificate of Title) is required on vehicles less than nine years old (if purchased out-of-state, buyer can complete the Damage Disclosure Statement);
- An Odometer Statement must be completed and signed by both seller and buyer if the vehicle is less than eleven years old and with a gross vehicle weight rating less than 16,000 pounds.
- Documentation showing either the legal business name or individual name as follows:
  - a. Business name: Secretary of State filing, top section of the state or federal tax return, or appropriate page within a trust agreement.
  - b. Individual name: North Dakota Driver's License or ID number, copy of out-of-state driver's license, or copy of military ID.

## Supplemental Applications

A Schedule C is submitted by the carrier to add or delete vehicle(s) after original/renewal application has been filed and paid. (See Appendix B for forms and instructions.)

### To add and delete vehicle(s)

To add and delete vehicle(s), complete the addition/deletion portion of Schedule C and the credit (and plate) from the deleted vehicle will be applied and transferred to the added vehicle.

If you want to use the credit (and plate) from a previously deleted vehicle to the vehicle you are adding, please indicate on the completed Schedule C.

If not using the plate from the deleted vehicle, please indicate that a new plate is needed. An additional \$5 will be charged.

### To Increase/Decrease a Vehicle(s) Weight in a Jurisdiction

A change to vehicle weight may be made anytime during the registration year. If the gross vehicle weight is increased, you will be billed for any difference in registration fees. Weight decreases can occur only at renewal time.

### To Add a Jurisdiction(s)

You may add a jurisdiction(s) to your account anytime during the registration year. To add an additional jurisdiction, you must complete an Added Jurisdiction Form, listing jurisdictions

needed and the combined gross weight. Added jurisdictions apply to all vehicles in a fleet.

## Renewals

Renewals are sent out approximately seven weeks prior to a fleet's expiration date. These renewals should be returned as soon as possible. The NDDOT will not issue extensions. Return renewal applications to the address listed on the renewal. The branch offices **cannot** process renewals.

After you receive your billing, submit payment to the Bismarck office (see Page 1 for address and telephone number). Once payment is received, a new cab card(s) and decal(s) will be issued.

**Note:** Because the renewal is printed and issued before expiration, any supplemental activity that takes place after distribution will not be shown. This includes additions/deletions of vehicles, changes of fleet/vehicle information or added jurisdictions. *Therefore, it is essential that the carrier review the renewal application for accuracy or omission of pertinent information.*

Failure to report or include factual data could result in processing delays and/or assessment of incorrect fees.

## Name Change

If you are changing the name of your company or your USDOT number please contact our office to update your account information.

## Federal Heavy Vehicle Use Tax

Federal law requires proof of payment of the Federal Heavy Vehicles Use Tax (HVUT) for the, current tax period, when registering vehicles 55,000 lbs. or more. Proof is not required upon initial IRP registration on new or used units registered within 60 days of the date shown on the bill of sale. A copy of this bill of sale must be submitted with your application.

Acceptable proof of payment:

- A copy of a stamped Internal Revenue Service (IRS) Form 2290 Schedule 1 listing vehicle identification numbers(s).
- In lieu of a stamped IRS Form 2290 Schedule 1, we will accept copies of the Form 2290 Schedule 1 and a copy of proof of payment (e.g., canceled check front and back).

There are three options to obtain a Form 2290:

1. Pay at any IRS office (North Dakota has

four IRS offices: (Bismarck, Fargo, Grand Forks, Minot);

2. By mail; the turnaround time for an IRS Form 2290 is approximately six to eight weeks;
3. Online at [www.irs.gov](http://www.irs.gov); print the IRS Form 2290 which shows date paid.

## **Options for Receiving Credentials**

### **Payment Options**

- Cash
  - Check - Payable to North Dakota Department of Transportation
  - Money Order
  - Credit Card (Visa, MasterCard, or Discover)
- NOTE:** Branch offices don't accept credit cards.

An apportioned plate and cab card will not be issued until all required documentation and payment have been provided. A sixty day temporary registration may be issued for the carrier to use while waiting for completed documentation.

### **Enforcement**

Enforcement representatives look at the original cab card for verification that vehicles are properly registered. The original cab card must always be carried in the vehicle described. Cab cards may not be altered in any way. Photocopies are not acceptable as proof of registration.

Vehicles are required to display a current prorate plate, decal, and a cab card.

If not prorated, and traveling into other jurisdictions, you must obtain a trip permit or temporary registration to avoid fines.

## **Refunds**

### **North Dakota Refund Policy**

This division may approve refunds under these circumstances:

- If an audit of the registrant indicates an over payment (\$5 minimum).
- If a billing error was made by this division.
- If a vehicle was renewed and was deleted prior to the new registration period. The cab card and license plate must be returned.
- If a carrier goes out of business and closes its account.

### **IRP Jurisdictions**

- Applications for a refund of apportioned

registration fees for other IRP jurisdictions must be handled directly between the North Dakota-based carrier and the individual jurisdictions, in accordance with their statutes.

- For refund requests from other jurisdictions, North Dakota will not refund amounts under \$5.

## **North Dakota Credit Policy**

North Dakota allows credits for vehicle replacement, fleet-to-fleet transfers, and for carrier-to-carrier transfers (for North Dakota-based carriers only) provided the original registrant submits a written statement allowing the transferee to transfer the fees. Without such a statement, we cannot allow transfers from one carrier to another, since the original registrant has the option of keeping the fees for a replacement vehicle. The original registrant must submit a Schedule C deleting the vehicle.

### **IRP Jurisdictions**

- Some jurisdictions do not allow any credit.
- Some jurisdictions allow credits only on vehicle replacements within a fleet.
- Some jurisdictions will allow fleet-to-fleet transfers.
- No other jurisdictions allow account-to-account transfers for North Dakota-based carriers.

## **Temporary Registration**

### **Commercial Trip Permit**

North Dakota's IRP trip permit is \$20 and is valid for a 72-hour period. The trip permit is available in the following ways:

- North Dakota Highway Patrol website at [www.nd.gov/ndhp](http://www.nd.gov/ndhp), click on E-Permits; or
- NDHP permit office (701)328-2621; or
- North Dakota Highway Patrol trooper.

### **IFTA Fuel Permit**

North Dakota's IFTA fuel permit is \$15. The permit is valid for 72 hours or when the vehicle leaves the state, whichever occurs first. The fuel permit is available in the following ways:

- North Dakota Highway Patrol website at [www.nd.gov/ndhp](http://www.nd.gov/ndhp), click on E-Permits; or
- NDHP permit office (701)328-2621; or
- North Dakota Highway Patrol trooper.

## Hunters Permit

Operators who break their lease with a carrier to lease onto another carrier will be issued a hunter's permit. The cost is \$20 for 72 hours and can be obtained through the NDHP.

## Permits for Oversize/Overweight Vehicle and Load Movements

Nondivisible oversize and overweight vehicles and load movements that exceed legal size and weight as provided for in North Dakota law must obtain an oversize and/or overweight single trip permit. The permit must be in possession prior to movement on the North Dakota state/inter-state system. A permit can be obtained in the following ways:

- North Dakota Highway Patrol website at [www.nd.gov/ndhp](http://www.nd.gov/ndhp), click on E-Permits; or
- NDHP permit office (701)328-2621.

The NDHP Automated Permit/Routing system can issue most single trip permits in real time. Permits can be obtained 24/7. The permit fee ranges from \$20 to \$100 and is valid for 3 days. The routing service fee is \$15.

## Mileage/Operational Records - IRP

Every carrier who registers vehicles under the IRP must maintain records to substantiate the actual miles traveled and other information used to determine registration fee for all vehicles in the IRP fleets.

### Source Documents

#### Driver's Trip Records

An acceptable source document to record distances is an "Individual Vehicle Distance Record" (IVDR). This document is completed by the driver for each trip made by a vehicle in an IRP fleet, including owner-operated vehicles and leased vehicles. The most common IVDRs are the driver's trip sheets and driver's log. These and other records are acceptable provided they contain the following basic information:

1. Registrant's name;
2. Date of trip (beginning and end);
3. Trip origin and destination. (Location code is acceptable);
4. Routes (highway numbers) traveled and/or odometer/hubometer readings;
5. Distance by jurisdiction;
6. Total trip distance;
7. Power vehicle unit numbers, or VIN; and
8. Fleet number.

## Trip Permits

Copies of all trip permits obtained for operations by prorated vehicles must be available on file. The distances traveled under these permits are to be reported on the next application for IRP registration.

## International Fuel Tax Agreement -IFTA

IFTA is a base-state fuel tax agreement. The carrier's base jurisdiction issues credentials that allow the IFTA licensee to travel in all IFTA member jurisdictions. Except Alaska, the Northwest Territory, Washington, D.C. and the Yukon, all contiguous states and provinces are IFTA member jurisdictions.

Alabama	Manitoba, CN	Oklahoma
Alberta, CN	Maryland	Ontario, CN
Arizona	Massachusetts	Oregon
Arkansas	Michigan	Pennsylvania
British Columbia, CN	Minnesota	Prince Edward Is, CN
California	Mississippi	Quebec, CN
Colorado	Missouri	Rhode Island
Connecticut	Montana	Saskatchewan, CN
Delaware	Nebraska	South Carolina
District of Columbia	Nevada	South Dakota
Florida	New Brunswick, CN	Tennessee
Georgia	New Foundland, CN	Texas
Idaho	New Hampshire	Utah
Illinois	New Jersey	Vermont
Indiana	New Mexico	Virginia
Iowa	New York	Washington
Kansas	North Carolina	West Virginia
Kentucky	North Dakota	Wisconsin
Louisiana	Nova Scotia, CN	Wyoming
Maine	Ohio	

### North Dakota is your base jurisdiction for IFTA licensing and reporting if:

- Your qualified motor vehicles are registered in North Dakota;
- You have an established place of business in North Dakota from which motor carrier operations are performed;
- You maintain the operational control and operational records for qualified motor vehicles in North Dakota or can make those records available; and



- You have qualified motor vehicles that actually travel on North Dakota highways.

The IFTA license offers several benefits to the interstate motor carrier. In most circumstances these benefits include one license, one set of credentials, one quarterly fuel tax report that reflects the tax or refund due, and one audit. These advantages all lead to cost and time savings for the interstate carrier.

### **IFTA License Application Procedure**

Any motor carrier based in North Dakota and operating one or more qualified motor vehicles in at least one other IFTA member jurisdiction may file an IFTA license application in North Dakota. If a carrier qualifies as an IFTA licensee but does not wish to participate in the IFTA program, fuel permits must be obtained to travel through member jurisdictions, according to the regulations of each member jurisdiction.

A qualified motor vehicle is a motor vehicle used for transportation of persons or property and has at least two axles and a gross vehicle weight exceeding 26,000 lbs. or is used in combination, and the combination exceeds 26,000 lbs. or has three or more axles regardless of weight.

A carrier can request an IFTA original, renewal, or addendum license application by contacting the NDDOT, Motor Vehicle Division - IFTA Section, 608 East Boulevard Avenue, Suite 103, Bismarck, North Dakota 58505-0791. IFTA addendums can be purchased at the five branch offices listed on page 2.

## **MOTOR CARRIER OPERATING AUTHORITY**

### **Interstate**

Interstate motor carrier operating authority is needed if you haul processed goods such as lumber or fertilizer. The turn around time to get this authority is 30-45 days. The cost is \$300. This cost is subject to change. To inquire about this authority, contact: The United States Department of Transportation, Federal Highway Administration, Office of Motor Carriers, 1471 Interstate Loop, Bismarck, North Dakota, 58501 or phone 701-250-4346.

### **Intrastate**

Intrastate operating authority is needed if you are a household goods carrier. The one time fee for this authority is \$100. Contact the North Dakota Department of Transportation (NDDOT) at the address and phone number listed on page 2 of this manual.

### **USDOT Number**

The USDOT number is an identification number issued to motor carriers, registrants and shippers by the United States Department of Transportation. USDOT forms are available from the US Department of Transportation. Same address and phone number as listed for operating authority. There is no charge for obtaining a USDOT number. This number is required for every vehicle over 10,000 lbs and above that crosses state lines.

### **PRISM**

The Performance and Registration Information Systems Management (PRISM) program links the commercial vehicle registration process to motor carrier safety to achieve two purposes:

- Determine the safety fitness of the motor carrier prior to issuing license plates; and
- Influence the carrier to improve its safety performance through an improvement process and, where necessary, the application of registration sanctions.

The PRISM program includes two major processes - the Commercial Vehicle Registration Process (Registration) and Enforcement, which work in parallel, to identify motor carriers and hold them responsible for the safety of their operation. The performance of unsafe carriers is improved through a comprehensive system of identification, education, awareness, data gathering, safety monitoring and treatment.

### **Registration**

The International Registration Plan (IRP) commercial vehicle registration process of the state provides the framework for the PRISM program. It serves two vital functions. First, it establishes a system of accountability by ensuring that no vehicle is plated without identifying the carrier responsible for the safety of the vehicle during the registration year. Second, the use of registration sanctions provides powerful incentive for unsafe carriers to improve their safety performance.

The vehicle registration process ensures that all carriers engaged in interstate commerce are uniquely identified through a USDOT number when they register their vehicles. The safety fitness of each carrier can then be checked prior to issuing vehicle registrations. Those motor carriers that have been prohibited from operating in interstate commerce by the Federal Motor Carrier Safety Administration may have their ability to register vehicles denied by the State.



## How does PRISM affect IRP registration?

IRP serves as the framework for the PRISM program. The USDOT number of the motor carrier responsible for the safety of every vehicle registered must be identified during the registration process as well as the USDOT Number of the registrant.

Additionally, an updated MCS-150 form for each identified motor carrier responsible for safety on an IRP account and an updated MCS-150 form for the registrant is required unless the motor carrier and the registrant have each submitted one within 12 months prior to the first day of the renewal period or have updated the information directly on the FMCSA web page [www.fmcas.dot.gov](http://www.fmcas.dot.gov).

## Unified Carrier Registration Program (UCR)

If you operate a truck or bus in interstate or international commerce, there is a federal law that applies to your business. The Unified Carrier Registration (UCR) Program requires individuals and companies that operate commercial motor vehicles in interstate or international commerce to register their business and pay an annual fee based on the size of their fleet. This law includes private carriers. It also includes Freight Forwarders, Brokers and Leasing Companies that make arrangements for the transportation of cargo and goods in interstate or international commerce.

A "Commercial Motor Vehicle" is defined as a self-propelled vehicle used on the highways in commerce principally to transport passengers or cargo, if the vehicle:

- a. has a gross vehicle weight of 10,001 pounds or more;
- b. is designed to transport 11 or more passengers (including the driver); or
- c. is used in transporting hazardous materials in a quantity requiring placarding.

The fees under this program is required to be paid each year and may vary from year to year. The fees for 2013 are listed below:

Fleet Size			Fee Per Company
Tier	From	To	
1	0	2	\$ 76.00
2	3	5	\$ 227.00
3	6	20	\$ 452.00
4	21	100	\$ 1,576.00
5	101	1,000	\$ 7,511.00
6	1,001	or more	\$73,346.00

## Mileage/Operational Record-Keeping Requirements

### Retention and Availability of Records

Every carrier who registers vehicles under the IRP must maintain records to substantiate the actual miles traveled and other information used to determine registration fees for all vehicles in the IRP Fleets. You will need to retain the records on which your application for apportioned registration is based for a period of three years following the close of the registration year to which the application pertains, and upon request, make the records available for audit.

### Contents and Adequacy of Records

The records maintained by each Registrant shall be adequate to enable us to verify the distances reported in your application and to evaluate your distance accounting system. Records may be produced through any means, and retained in any format or medium available to the Registrant and accessible by the NDDOT.

Records containing the following elements will be accepted as adequate support:

1. For records produced by a means other than a vehicle-tracking system:
  - the beginning and ending dates of the trip to which the records pertain;
  - the origin and destination of the trip (city and state);
  - the route of travel;
  - the beginning and ending reading from the odometer, hubodometer, engine control module (EMC), or any similar device for the trip;
  - the total distance of the trip;
  - the distance traveled in each jurisdiction; and
  - the vehicle identification number or vehicle unit number.
2. For records produced wholly or partly by a vehicle tracking system, including a system based on global positioning system (GPS):
  - the original GPS or other location data for the vehicle to which the records pertain;
  - the date and time of each GPS or other system reading;
  - the location of each GPS or other system reading;

- the beginning and ending reading from the odometer, hubodometer, ECM, or any similar device for the period to which the records pertain;
- the calculated distance between each GPS or other system reading;
- the route of the vehicle's travel;
- the total distance traveled by the vehicle;
- the distance traveled in each jurisdiction; and
- the vehicle identification number or vehicle unit number.

### 3. Summaries:

- A summary of the Fleet's operations for each month, which include both the full distance traveled by each Apportioned Vehicle in the Fleet during the calendar month, and the distance traveled in the month by each Apportioned Vehicle in each jurisdiction.
- A summary of the Fleet's operations for each calendar quarter, which includes both the full distance traveled by vehicles in the Fleet during the calendar quarter, and the distance traveled in each jurisdiction by the vehicles in the Fleet during the calendar quarter.
- A summary of the quarterly summaries.

Records which do not contain all of the elements noted above may still, be adequate for an audit depending on the nature of the records and the Registrant's operation.

Trip permits may be issued in lieu of apportioned or full registration. Copies of all trip permits obtained for operations by prorated vehicles must be available on file. The distances traveled under these permits should be reported on the next application for IRP registration.

Acceptable documentation to support a vehicle's purchase price and date of purchase includes a purchase invoice and bill of sale. For leased units, the lease agreement (if the purchase price is stated in the agreement) or other proof of the fair market value of the vehicle at the beginning of the lease is required. Costs of any capital additions and modifications made to the vehicle within 30 days of the purchase must be included in the purchase price. This should not include the sales tax, FET, etc.

## Audits

The IRP agreement requires each member

jurisdiction to conduct audits of carriers based in its jurisdiction on behalf of all IRP member jurisdictions. Each member jurisdiction is required to audit an average of three percent of the number of renewed Fleets each year. If your Fleet is chosen for an audit, we will contact you in writing at least 30 days in advance of an audit. We make every effort to schedule the audit and for you to provide necessary records at a mutually convenient time.

The purpose of an audit is to determine the total distance traveled by the Fleet and the percentage of distance traveled in each member jurisdiction. Where inaccuracies are found, adjustments are made to adjust the Registrant's fees. The audit ensures compliance with established rules and regulations governing prorated registration and proper payment of prorated registration fees to IRP member jurisdictions.

If records made available for audit are sufficient and appropriate to enable us to verify the distances reported in your application and to evaluate your distance accounting system, they are deemed to be adequate. If records are not made available, or are determined to be inadequate for audit, registrants will be assessed twenty percent (20%) of the apportionable fees paid by the registrant for each jurisdiction during the year(s) under audit, including fees based on estimated distances. Inadequate records continuing in subsequent audits are assessed fifty percent (50%) for the second occurrence and one hundred percent (100%) for the third occurrence in accordance with the IRP agreement.

At the completion of the audit, we will discuss our preliminary findings with you. Audit reports are provided to you and to each of the member jurisdictions affected by the apportionment.

## Appeals

You may appeal the audit findings by completing a written request for a hearing. We must receive your request within 30 calendar days from the date the audit is mailed to you. If you do not request a hearing within 30 days, the action or finding is final.

If you appeal the audit and request a hearing, we will send you a notice of time and place of the hearing. You may appear in person or send an attorney. You may bring witnesses, additional documents or other material to support your appeal.

We will send the finding and ruling on your appeal. If the dispute involves an audit and you continue to dispute the ruling, you may request any or every jurisdiction to audit your records. Each jurisdiction may choose to accept or deny your request.

## **Records Retention Period**

All operational and mileage records that support the application and supplements must be kept for three years after the close of the registration year. For example, records for registration year 2013 (mileage year 7/1/11 - 6/30/12) must be retained through December 2016.

## **Audits - IRP**

### **Authority to Audit**

Article XVI, Section 1600 of the IRP agreement, requires each member jurisdiction to conduct audits of carriers based in its jurisdiction on behalf of all IRP member jurisdictions. IRP audits on North Dakota carriers will be performed by NDDOT, Financial Management Division, 608 East Boulevard Avenue, Bismarck, North Dakota 58505-0700, telephone 701-328-2486.

### **Purpose of an Audit**

The purpose of an audit is to ensure compliance with established rules and regulations governing prorated registration and proper payment of prorated registration fees to North Dakota and to all other IRP member jurisdictions in which the carrier is (or was) registered for multi jurisdictional travel.

### **Audit Procedures**






In conducting the IRP audit, auditors will use the source documents to determine the accuracy and completeness of the distance and vehicle information recorded on the IVMRs, on the monthly and yearly summaries and on the forms used for IRP registration.

### **Other Audits**

IFTA audits will be conducted concurrently with IRP audits. Separate UCR audits may be done in the future.

## Appendix A

### Apportionable

Types of Vehicles		
Tractor (TR)*	A motor vehicle designed and used to pull another vehicle and is not constructed to carry a load other than part of the weight of the pulled vehicle and it's load.	
Truck (TK)*	A motor vehicle designed and used for the transportation of property, and generally not designed and used to pull other vehicles.	
Truck/Tractor (TT)*	A motor vehicle designed and used for pulling other vehicles, but constructed to carry a load other than part of the vehicle being pulled and it's load.	
Road/Tractor (RT)*	A vehicle designed for pulling other vehicles constructed to carry a load other than a part of the weight of the towed vehicle.	
Bus (BU)*	A motor vehicle designed and used to carry more than 10 passengers.	

### Jurisdiction Maximum Weight Chart

Jurisdiction	Maximum Operating Weight (in lbs.)	Maximum Cab Card Weight (in lbs.)
Alabama	80000	Qual.
Alberta	139992	139992
Arizona	80000	80000
Arkansas	80000	80000
British Columbia	141100	139994
California	80000	80000
Colorado	85000	80000
Connecticut		
Delaware	80000	80000
District of Columbia	80000	80000
Florida	80000	80000
Georgia	80000	80000
Idaho	105500	105500
Illinois	80000	80000
Indiana	80000	80000
Iowa		
Kansas	85500	85500
Kentucky	80000	80000
Louisiana	88000	88000
Maine	100000	100000
Manitoba	139994	139994
Maryland	80000	80000
Massachusetts		
Michigan	160001	160001
Minnesota	80000	
Mississippi	80000	80000
Missouri	80000	80000
Montana	132000	132000
Nebraska	94000	94000
Nevada	129000	80000
New Brunswick		
New Hampshire	80000	80000
New Jersey	80000	80000
New Mexico	86400	80000
New York		
Newfoundland and Labrador		
North Carolina	80000	80000
North Dakota	105500	105500
Nova Scotia		
Ohio	80000	80000
Oklahoma	90000	90000

Ontario	139992	139992
Oregon	105500	105500
Pennsylvania	80000	80000
Prince Edward Island	137788	137788
Quebec		
Rhode Island	80000	80000
Saskatchewan	139994	139994
South Carolina	80000	80000
South Dakota		
Tennessee	80000	80000
Texas	80000	80000
Utah	129000	80000
Vermont	80000	80000
Virginia	80000	80000
Washington	105500	105500
West Virginia	80000	80000
Wisconsin	80000	80000
Wyoming	117000	117000

**Note:** If hauling over 80,000 lbs. contact affected jurisdictions for any required permits.

### Jurisdiction Weight Permits Information

Jurisdiction	Trips Permits - Cost/Duration	Trips Permit - Obtained Prior to Entry?	Permits Office Number
Alabama	\$20 for 7 days	Yes	800-499-2782
Alaska*			907-345-7636
Alberta	Varies by distance, net weight for 3 days	No	800-662-7138
Arizona	Varies based on distance and number of axles for 96 hours	No	602-712-8851
Arkansas	\$33 for 72 hours	No	501-569-2381
British Columbia	1/12 of annual registration fee for vehicle weight	No	800-559-9688
California	\$45 power unit for 4 days and \$30 fuel tax permit for 4 days	Yes	916-322-1297
Colorado	\$60 to \$80 depending on weight for 72 hours	No	303-757-9539
Connecticut	\$15 for 72 hours	Yes	860-594-2880
Delaware	\$15 for 72 hours	Yes	302-739-4374
District of Columbia	\$50 for six days	Yes	
Florida	Information not provided		850-488-4961
Georgia	\$30 for 72 hours	Yes	800-570-5428
Hawaii*			800-831-6712
Idaho	\$60 single unit/\$120 combination for 120 hours. Maximum of 3 permits per vehicle within a calendar year effective 7-1-09. Purchase at first available location if currently registered in base jurisdiction.	No	208-334-8420
Illinois	\$19 for 72 hours	Yes	217-785-1477
Indiana	\$15 for 72 hours	Yes	317-615-7320
Iowa	\$10 for 72 hours	Yes	515-237-3264
Kansas	\$26 for 72 hours	No	785-296-2356



Kentucky	\$40 for 10 days	Yes	502-564-7150
Louisiana	Effective June 17, 2010, the Port of Entry Scales will no longer sell Louisiana trip permits. Companies requiring trip permits must now purchase the permits through a permitting service prior to entering Louisiana.	Yes	800-654-1433
Maine	\$25 for 72 hours	Yes	207-624-9000
Manitoba	Truck - .9 x weight x distance; Bus - .083 x distance x passengers		204-945-3961 or 877-812-0009
Maryland	Information not provided		410-787-4020
Massachusetts	\$15 for 72 hours	Yes	508-624-4377
Michigan	Information not provided		517-373-2120
Minnesota	\$15 for 120 hours	Yes	651-296-6000
Mississippi	\$25 for 72 hours	No	888-737-0061
Missouri	\$10 for 72 hours	Yes	800-877-8499
Montana	Up to 46,000 lbs: \$10/0-200 miles; \$15/201-400 miles; \$20/over 400 miles; 46,001-80,000 lbs; \$20/0-200 miles; \$30/201-400 miles; \$40/over 400 miles; Over 80,001 lbs: \$50/0-200 miles, \$65/201-400 miles, \$80/over 400 miles; Triple Combinations: \$60/0-200 mil	No	406-444-6130 Ext. 5
Nebraska	\$25 for 72 hours	No	402-471-0034
Nevada	\$5 plus \$0.15 per mile for 24 hours	Yes	775-888-7410
New Brunswick	\$24 for unladen vehicle (unless excluded by CAVR), \$85 truck, \$169 truck tractor for 5 days	Yes	888-762-8600
New Hampshire	\$15 for 72 hours	Yes	603-271-2691
New Jersey	\$25 for 72 hours	Yes	609-633-9402
New Mexico	Varies upon mileage and vehicle weight for 48 hours	No	505-476-2475
New York	\$15 for 72 hours	Yes	888-783-1685
Newfoundland and Labrador	\$50 truck, \$100 truck tractor for various validation periods		709-729-0359
North Carolina	\$15 for 10 days	Yes	888-574-6683
North Dakota	\$20 for 72 hours	No	701-328-2621
Northwest Territories*			867-984-3341
Nova Scotia	\$50 truck, \$100 truck tractor for 30 days		902-424-5851
Nunavut*			867-975-5300
Ohio	\$15 for 72 hours	Yes	614-351-2300
Oklahoma	\$12 for 72 hours	Yes	877-425-2390
Ontario	\$75 truck, \$132 truck tractor for 10 days	Yes	416-246-7166, Ext. 6300 or 800-387-7736
Oregon	\$43 for 10 days	Yes	503-313-0000
Pennsylvania	\$15 for 72 hours	Yes	717-787-5367
Prince Edward Island			902-368-4291
Quebec	\$38 for 10 days, agency fees may be added, NIR and REQ may be requested	Yes	418-527-7775 or 800-567-7775
Rhode Island	\$25 for 72 hours	Yes	401-222-2970
Saskatchewan	Varies by weight and distance for a single trip	Yes	306-775-6969 or 800-667-7575
South Carolina	\$15 for 72 hours (each unit)	Yes	877-349-7190
South Dakota	Information not provided		605-698-3925
Tennessee	\$30 for 72 hours	Yes	615-741-3821
Texas	\$25 for 72 hours	Yes	800-299-1700

Utah	\$25 for 96 hours or \$50 for a combination	No	801-965-4508
Vermont	\$15 for 72 hours	Yes	802-828-2064
Virginia	\$15 for 10 days	Yes	804-786-2787
Washington	\$10 for 3 days	Yes	360-704-6340
West Virginia	\$34 for 10 day combination permit. Obtain from permit service or online at <a href="http://www.dmv.wv.gov">www.dmv.wv.gov</a>	Yes	304-558-0384
Wisconsin	\$15 for 72 hours	Yes	608-266-7320
Wyoming	\$20 single unit/\$40 combination for 96 hours	No	307-777-4376
Yukon Territory*			867-667-5644 or 800-661-0408, Ext. 5644

\*Not part of IRP.



## **Appendix B - Forms**

The following pages in Appendix B are forms and instructions commonly used by carriers when they open, add/delete, or renew a pro-rate (IRP) account.

Please contact the prorated office listed on page 1 with any questions.



**INTERNATIONAL REGISTRATION PLAN ORIGINAL APPLICATION (SCHEDULE A)**

North Dakota Department of Transportation, Motor Vehicle Division/Motor Carrier Section  
SFN 2477 (Rev. 04-2012)

MOTOR VEHICLE DIVISION/IRP  
ND DEPARTMENT OF TRANSPORTATION  
608 E BOULEVARD AVE STE 103  
BISMARCK ND 58505-0791  
Telephone (701) 328-1287  
Fax (701) 328-3500

Page 1 of 3

US DOT Number	FEIN/TIN	IRP Account Number	Fleet Number	License Year
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Registration Option (Check One)**

☐ March 31  
☐ June 30  
☐ September 30  
☐ December 31

**Type of Operation (Check all that apply)**

☐ Common Carrier Exempt Commodities ☐ Grain  
☐ Household Goods Carrier ☐ Logs  
☐ Private Carrier ☐ Ore  
☐ Wyoming Intrastate ☐ Sand, Rock, Gravel  
☐ Livestock ☐ Rental Company  
☐ Haul for Hire

Carrier Name	
DBA Name	
Business Street Address	
City	State Zip Code
Mailing Address	
City	State Zip Code

**Contact Person**

Name	
Telephone Number	Fax Number E-Mail

I declare, with my signature, that I am knowledgeable of the Federal or State Motor Carrier and Hazardous Materials Safety Regulations.

The undersigned, under oath, swears under penalty of perjury that the information furnished in this application and the attached schedules are true and correct and certifies that these vehicles will be insured as required by law (NDCC 39-08-20).  
This application must be signed and dated or it will be returned.

**X**

\_\_\_\_\_  
Signature Date

## North Dakota Department of Transportation, Motor Vehicle Division/Motor Carrier Section

MOTOR VEHICLE DIVISION/IRP  
ND DEPARTMENT OF TRANSPORTATION  
608 E BOULEVARD AVE STE 103  
BISMARCK ND 58505-0791  
Telephone (701) 328-1287  
Fax (701) 328-3500

IRP Account Number

**All Columns Must be Completed by Carrier**

[illegible]

\*TYPE (Column Number 7)

TT - TRUCK TRACTOR  
TR - TRACTOR  
TK - TRUCK (SINGLE)  
RT - ROAD TRACTOR  
BS - BUS

\*\*Fuel (Column Number 10)

D	- DIESEL
G	- GASOLINE
P	- PROPANE

\*\*\* (Column Number 18)

Is the carrier responsible for safety expected to change during the year?

[illegible]



# SFN 2477 - International Registration Plan Original Application (Schedule B) (3 of 3)



Page 3 of 3

## INTERNATIONAL REGISTRATION PLAN ORIGINAL APPLICATION (SCHEDULE B)

North Dakota Department of Transportation, Motor Vehicle Division/Motor Carrier Section  
SFN 2477 (Rev. 04-2012)

1. Indicate with an "X" the jurisdictions in which you are filing for registration.
2. Indicate with an "X" in the box(s) below the method(s) used to declare distance:  
☐ Actual miles operated for preceding July 1 thru June 30 time period.  
☐ Use North Dakota's estimated mileage chart times number of vehicle(s) in fleet.  
☐ Estimated miles supported by documentation (Schedule G).
3. List the declared combined gross weight for each jurisdiction in pounds.

X	JURISDICTION	MILEAGE	WEIGHT
	AK (Alaska)		
	AL (Alabama)		
	AR (Arkansas)		
	AZ (Arizona)		
	CA (California)		
	CO (Colorado)		
	CT (Connecticut)		
	DC (District of Columbia)		
	DE (Delaware)		
	FL (Florida)		
	GA (Georgia)		
	IA (Iowa)		
	ID (Idaho)		
	IL (Illinois)		
	IN (Indiana)		
	KS (Kansas)		
	KY (Kentucky)		
	LA (Louisiana)		
	MA (Massachusetts)		
	MD (Maryland)		
	ME (Maine)		
	MI (Michigan)		
	MN (Minnesota)		
	MO (Missouri)		
	MS (Mississippi)		
	MT (Montana)		
	NC (North Carolina)		
	ND (North Dakota)		
	NE (Nebraska)		

IRP Account Number

Fleet Number

\*QC - Requires the number of axles (2-6) for the combination of vehicles (tractor-truck-trailer)

X	JURISDICTION	MILEAGE	WEIGHT
	NH (New Hampshire)		
	NJ (New Jersey)		
	NM (New Mexico)		
	NV (Nevada)		
	NY (New York)		
	OH (Ohio)		
	OK (Oklahoma)		
	OR (Oregon)		
	PA (Pennsylvania)		
	RI (Rhode Island)		
	SC (South Carolina)		
	SD (South Dakota)		
	TN (Tennessee)		
	TX (Texas)		
	UT (Utah)		
	VA (Virginia)		
	VT (Vermont)		
	WA (Washington)		
	WI (Wisconsin)		
	WV (West Virginia)		
	WY (Wyoming)		
	AB (Alberta)		
	BC (British Columbia)		
	MB (Manitoba)		
	NB (New Brunswick)		
	NL (Newfoundland)		
	NS (Nova Scotia)		
	NT (NW Territories)		
	ON (Ontario)		
	PE (Prince Edward Island)		
	QC (Quebec)*		
	SK (Saskatchewan)		
	YT (Yukon)		
	MX (Mexico)		
Total Fleet Miles			

### **Instructions for Completing Original Application Schedule A: Page 1**

**US DOT Number** - Enter the number assigned to your company by the United States Department of Transportation. If you are leasing to another carrier, use their DOT Number.

**FEIN/TIN** - Enter the Federal Employee Identification Number.

**Carrier Name** - Name shall be the full name of an individual or Corporation.

**DBA Name** - Enter the business name if different from carrier name.

**Business Street Address** - Enter the physical North Dakota address where the operator/registrant has a residence or established place of business. A post office box is not acceptable as a business address.

**Mailing Address** - Enter the address where the billing notices and credentials will be mailed.

**Contact Person, phone number, fax number, and email address** - Enter the name and phone number of the person(s) who handles the paperwork or who is familiar with the information on this application. Enter fax number and email address if applicable.

**Registration Option** - Select quarter that you want your license to expire. Once selected, it cannot be changed.

**Type of Operation** - Check all that apply.

**Signature and Date** - Application is not valid unless signed by the applicant or authorized representative.

### **Instructions for completing Schedule A: Page 2**

**Column 1 - ND Title Number** - Enter ND title number if applicable.

**Column 2 - License Plate Number** - Enter plate number if applicable.

**Column 3 - Unit Number** - Enter the unit or equipment number assigned to the vehicle.

**Column 4 - Year** - Enter the model year of the vehicle.

**Column 5 - Make** - Enter the make of the vehicle.

**Column 6 - Vehicle Identification Number** - Enter the complete VIN.

**Column 7 - Type** - Enter the type of vehicle using the key listed on the right side of form.

**Column 8 - Axles** - Enter the number of axles for the unit listed. (not including axles on trailer)

**Column 9 - Seats** - Enter number of seats if a bus.

**Column 10 - Fuel** - Enter the type of fuel using the key listed on the right side of form.

**Column 11 - Empty weight** - Enter the unladen weight of vehicle.

**Column 12 - Name of Owner** - Enter the name of owner as shown on the title.

**Column 13 - Date of Purchase** - Enter the month, date, and year the vehicle was purchased.

**Column 14 - Original Price** - Enter the price of the vehicle when purchased new.

**Column 15 - Latest Price** - Enter the actual purchase price paid by the current owner.

**Column 16 - USDOT# Vehicle Level** - Enter the DOT# of carrier responsible for safety.

**Column 17 - FEIN/TIN Vehicle Level** - Enter the FEIN/TIN of carrier responsible for safety.

**Column 18** - Enter yes or no if carrier responsible for safety is changing during the year.

### **Instructions for completing Schedule B: Page 3**

Indicate with an "X" the jurisdictions in which you are filing for registration and list the declared combined gross weight for each jurisdiction in pounds. Quebec requires the number of axles (2-6) for the combination of vehicles.

Indicate with an "X" the method used to declare distance.



**INTERNATIONAL REGISTRATION PLAN SUPPLEMENTAL APPLICATION (SCHEDULE C)**

North Dakota Department of Transportation, Motor Vehicle Division/Motor Carrier Section  
SFN 2479 (Rev. 04-2012)

MOTOR VEHICLE DIVISION/IRP  
ND DEPARTMENT OF TRANSPORTATION  
608 E BOULEVARD AVE STE 103  
BISMARCK ND 58505-0791  
Telephone (701) 328-1287  
Fax (701) 328-3500

**Page 1 of 3**

Carrier Name		
DBA Name		
Business Street Address		
City	State	Zip Code
Mailing Address		
City	State	Zip Code

☐ Address Change

**Contact Person**

Name	
Telephone Number	Fax Number
E-Mail	

US DOT Number									
FEIN/TIN									
IRP Account Number					Fleet Number		Jurisdictional Use		
License Year									

I declare, with my signature on my registration application, that I am knowledgeable of the Federal or State Motor Carrier and Hazardous Materials Safety Regulations.

The undersigned, under oath, swears under penalty of perjury that the information furnished in this application and the attached schedules are true and correct and certifies that these vehicles will be insured as required by law (NDCC 39-08-20). This application must be signed and dated or it will be returned.

**X**

Signature

Date



# INTERNATIONAL REGISTRATION PLAN SUPPLEMENTAL APPLICATION (SCHEDULE C)

North Dakota Department of Transportation, Motor Vehicle Division/Motor Carrier Section  
SFN 2479 (Rev. 04-2012)

Page 2 of 3

IRP Account Number

--	--	--	--

Fleet Number

--	--

## ADDITIONS

All Columns Must be Completed by Carrier

1	2	3	4	5	6	7	8	9	10	11
ND TITLE NUMBER	LICENSE PLATE NUMBER	UNIT NUMBER	Y E A R	MAKE	VEHICLE IDENTIFICATION NUMBER	* T Y P E	A X L E S	B S U E S	** F U E L	EMPTY WEIGHT

\*TYPE (Column Number 7)

TT - TRUCK TRACTOR  
TR - TRACTOR  
TK - TRUCK (SINGLE)  
RT - ROAD TRACTOR  
BS - BUS

\*\*Fuel (Column Number 10)

D - DIESEL  
G - GASOLINE  
P - PROPANE

\*\*\* (Column Number 18)

Is the carrier responsible  
for safety expected to  
change during the year?

12	13	14	15	Carrier Responsible for Safety		
				16	17	18
NAME OF OWNER (as listed on title)	DATE OF PURCHASE	ORIGINAL PRICE	LATEST PRICE	USDOT# Vehicle Level	FEIN/TIN Vehicle Level	Safety Resp Change Y/N

## DELETIONS

1	2	3	4	5	6	7
LICENSE PLATE NUMBER	DELETED UNIT NUMBER	Y E A R	MAKE	VEHICLE IDENTIFICATION NUMBER	WEIGHT	REASON REMOVED

LIST COMBINED GROSS WEIGHT ON PAGE 3 FOR APPORTIONED JURISDICTIONS.



## **Instructions for completing Supplemental Application (Schedule C)**

**Carrier Name** - Fill in name on account

**DBA Name** - Enter the business name if different from carrier name.

**Business Street Address** - Enter the physical North Dakota address where the operator/registrant has a residence or established place of business. A post office box is not acceptable as a business address.

**Mailing Address** - Enter the address where the billing notices and credentials will be mailed.

**Contact Person, phone number, fax number, and email address** - Enter the name and phone number of the person who handles the paperwork or who is familiar with the information on this application. Fax number and email address if applicable.

**IRP Account Number** - Fill in assigned account number.

**License Year** - Fill in year to register.

**Signature and Date** - Application is not valid unless signed by the applicant or authorized representative.

### **Instructions for Page 2**

**Column 1 - ND Title Number** - Enter ND title number if applicable

**Column 2 - License Plate Number** - Enter plate number if applicable.

**Column 3 - Unit Number** - Enter the unit or equipment number assigned to the vehicle.

**Column 4 - Year** - Enter the model year of the vehicle.

**Column 5 - Make** - Enter the make of the vehicle.

**Column 6 - Vehicle Identification Number** - Enter the complete VIN.

**Column 7 - Type** - Enter the type of vehicle using the key listed on the right side of form.

**Column 8 - Axles** - Enter the number of axles for the unit listed. (not including axles on trailer)

**Column 9 - Seats** - Enter number of seats if a bus.

**Column 10 - Fuel** - Enter the type of fuel using the key listed on the right side of form.

**Column 11- Empty weight** - Enter the unladen weight of vehicle.

**Column 12 - Name of Owner** - Enter the name of owner(s) as shown on the title.

**Column 13 - Date of Purchase** - Enter the month, date, and year the vehicle was purchased.

**Column 14 - Original Price** - Enter the price of the vehicle when purchased new.

**Column 15 - Latest Price** - Enter the actual purchase price paid by the current owner.

**Column 16 - US DOT# Vehicle Level** - Enter the DOT number of carrier responsible for safety.

**Column 17 - FEIN/TIN Vehicle Level** - Enter the FEIN/TIN of carrier responsible for safety.

**Column 18** - Enter yes or no if carrier responsible for safety is changing during the year

### **DELETIONS:**

Fill in vehicle information if deleting a currently licensed vehicle from account

### **Instructions for Page 3**

Fill in the combined gross weight in pounds for each jurisdiction apportioned. If apportioned in Quebec, list number of axles (2-6) for the combination of vehicles.

# SFN 2872 - Application For Certificate Of Title & Registration Of A Vehicle (1 of 2)

## APPLICATION FOR CERTIFICATE OF TITLE & REGISTRATION OF A VEHICLE

North Dakota Department of Transportation, Motor Vehicle Division  
SFN 2872 (Rev. 01-2011)

Motor Vehicle Division  
North Dakota Department of Transportation  
608 E Boulevard Ave  
Bismarck ND 58505-0780  
Phone (701) 328-2725

Web site: [www.dot.nd.gov](http://www.dot.nd.gov)

### I. This Application is for:

(Check only one) SEE INSTRUCTIONS ON REVERSE SIDE.

- ☐ New or Out-of-State Vehicle  
☐ Vehicle License  
☐ Gross Weight Increase  
☐ Utility Trailer License \$5.00

- ☐ Duplicate plates, tabs & registration card . . . . . \$5.00  
☐ Duplicate tabs & registration card . . . . . \$3.00  
☐ Duplicate registration card only . . . . . \$2.00  
☐ Duplicate title . . . . . \$5.00

REQUIRED: Reason for Duplicate (Circle: lost, stolen, mutilated)

### II. Applicant Information

Applicant's Legal Name (first, middle, last) or Firm Name (Lessor, Trust):				<input type="checkbox"/> DL <input type="checkbox"/> CID <input type="checkbox"/> CORPID <input type="checkbox"/> FEIN (Check One)	Telephone Number
Mailing Address		City	State	Zip	County
Co-Applicant's Legal Name (first, middle, last) or Firm Name (Lessor, Trust):				<input type="checkbox"/> DL <input type="checkbox"/> CID <input type="checkbox"/> CORPID <input type="checkbox"/> FEIN (Check One)	Telephone Number
Mailing Address		City	State	Zip	County
Check one: <input type="checkbox"/> Or <input type="checkbox"/> And <input type="checkbox"/> And/Joint Tenants with Right of Survivorship					

### III. Vehicle Information

Year		Make	Model	Body Style	
Vehicle Identification Number			Color	Fuel Type	
Weight	Previous Weight	Length (Travel Trailer/Mobile Home/Motor Home)	ND License Plate Number	Credit Plate Number	
Date 1st used on ND Highways		Odometer Reading	Odometer Indicator (check one) <input type="checkbox"/> Actual Mileage <input type="checkbox"/> Exceeds Mechanical Limits <input type="checkbox"/> Not Actual		

### IV. Motor Vehicle Purchaser's Certificate

Full Purchase Price	\$
Less Trade-In Allowance	\$
Less Total Loss Allowance	\$
Difference / Subtotal	\$
Tax (5% of Difference / Subtotal)	\$
Abandoned Vehicle Disposal fee (\$1.50)	\$
Title Fee (\$5.00)	\$
License Fee	\$
License Plate Credit Amount	\$-
Plate Transfer Fee (\$5.00)	\$
<b>TOTAL FEES DUE:</b>	\$
Year and Make of Trade-In	
VIN of Trade-In	
Tax Exempt (see instructions on reverse) <input type="checkbox"/>	NOTE: A guide published by the automobile industry will be used to check values.

### V. Dealer and Lienholder Information

Date Acquired	<input type="checkbox"/> New Vehicle (Check One) <input type="checkbox"/> Used Vehicle
Acquired From:	North Dakota Dealer Number (if applicable)
First Lienholder (title will be mailed to first lienholder)	
Mailing Address	
City	State Zip
Second Lienholder	
Mailing Address	
City	State Zip

**VI. NDCC Chapters 39-04 and 39-05.** Applicant certifies this vehicle will be insured as required by law. The applicant, under penalties of law and as rightful owner of the vehicle described on this application declares that the information set forth is correct.

If vehicle is company owned, company name and title of authorized agent signing the application must be noted.

**ATTENTION TRUCK OWNERS HAULING HAZARDOUS MATERIALS:**  
I declare, with my signature on my registration application that I am knowledgeable of the Federal or State Motor Carrier and Hazardous Materials Safety Regulations.

X \_\_\_\_\_  
Signature - this is my legal signature Date

X \_\_\_\_\_  
Signature - this is my legal signature Date

**PENALTY:** Any person making any false statement on this application for license or title for which another penalty is not specifically provided is guilty of a class B misdemeanor.



## SFN 2872 - Application For Certificate Of Title & Registration Of A Vehicle (2 of 2)

SFN 2872 (01-2011) Page 2

### VII. TAX EXEMPTION

#### (CONTINUATION OF MOTOR VEHICLE PURCHASER'S CERTIFICATE)

If vehicle is exempt from tax, enter number corresponding to exemption in Section IV. (front of this form)

- |   |  |
|---|--|
| 1. Gift from wife, husband, parent, child, brother or sister (Circle One)   | 13. Tribal (form SFN 18085 required)   |
| 2. Joint Tenants with Right of Survivorship and now vehicle is being put in one name only   | 14. Disabled American Veteran or former Prisoner of War                              |
| 3. Inheritance  | 15. Nonprofit senior citizens' or mobility impaired person's corporation owned buses |
| 4. Change of name by marriage, adoption or court order (Circle One)   | 16. Mobility impaired persons purchasing specially equipped vehicles                 |
| 5. Vehicle acquired through a lease purchase agreement (Circle One)   | 17. Homemade vehicles  |
| A. If tax was paid on the total lease consideration, tax is due on the lease buyout amount.   | 18. Newly formed partnership or corporation (Circle One)<br>Date formed: _____       |
| B. If tax was paid on the full purchase price and you have been in possession of the vehicle over one year, no tax is due.                                  | 19. Dissolved partnership or corporation (Circle One)<br>Date dissolved: _____       |
| C. If tax was paid on the full purchase price and you have been in possession of the vehicle for less than one year, tax is due on the lease buyout amount. | 20. Parochial or private non-profit school buses                                     |
| 6. State Fleet  | 21. Assembled vehicles by motor vehicle dealer (form SFN 22056 required)             |
| 7. Lien change --- RECORD ODOMETER READING _____  | 22. Transfer into family trust   |
| 8. Interstate carriers --- Account Number _____   | 23. Military home of record --- entry or discharge (Circle One)                      |
| 9. Tax paid to state that grants reciprocity to North Dakota (Proof Required)   | 24. Mobile Home (form SFN 3004 required)   |
| 10. Transfer into state by non-resident   | 25. North Dakota political subdivisions  |
| 11. Dealer resale - USED vehicle  | 26. Repossession (form SFN 2880 required)  |
| 12. Dealer resale - NEW vehicle   | 27. Non-resident military lease  |
|   | 28. Insurance company - total loss settlement  |
|   | 29. Other  |

### VIII. DAMAGE DISCLOSURE STATEMENT

#### DAMAGE DISCLOSURE: NDCC 39-05-17.2

Within the past eight (8) years, has this vehicle sustained body or structural damage from a vehicular crash or accident, including loss by fire, vandalism, weather, or submersion in water, resulting in damage to the motor vehicle which equals or exceeds the greater of \$8,000.00 or forty percent of the predamage retail value of the motor vehicle as determined by the national automobile dealers association official used car guide? The term does not include body or structural modifications, normal wear and tear, glass damage, hail damage, or items of normal maintenance and repair.

☐ Yes ☐ No

Type of Damage (check all that apply)

<input type="checkbox"/> Collision	<input type="checkbox"/> Weather	<input type="checkbox"/> Theft	<input type="checkbox"/> Interior	<input type="checkbox"/> Other
<input type="checkbox"/> Water	<input type="checkbox"/> Vandalism	<input type="checkbox"/> Fire	<input type="checkbox"/> Under Carriage	

Has this vehicle been damaged in excess of seventy-five percent (75%) of its retail value? ☐ Yes ☐ No

Explanation of Damage

Signature of Transferor (Seller)

X

Date

Any person who makes a false statement on this form is guilty of a Class A Misdemeanor.

#### INSTRUCTIONS:

##### SECTION NO.

- I. Check the type of application you are submitting (check only one).
- II. Complete applicant information in **FULL** for each owner.
- III. Complete **ALL** applicable vehicle information. Odometer reading required on all vehicles 10 years old and newer.
- IV. Complete **ALL** applicable purchaser's certificate information.
  - Abandoned vehicle disposal fee of \$1.50 is due on all new and out-of-state passengers, trucks, buses, and motorhomes when first titled in North Dakota.
  - Title fee is \$5.00
  - Enter license fee and pay applicable plate credit using the appropriate fee schedule.
  - If applying plate credit, enter \$5.00 plate transfer fee.
  - If a trade allowance, year, make, and VIN are required.
  - Enter the appropriate tax exemption number if an exemption for tax is claimed (see tax exemptions Section VII).
- V. Complete **ALL** applicable dealer and lienholder information.
- VI. Application must be signed with applicant's legal signature and dated.
- VII. Applicable tax exemptions.
- VIII. Damage Disclosure statement must be completed for all vehicles less than 9 model years old.

## **Application for Certificate of Title & Registration of a Vehicle**

### **Tips for completing Application:**

The applicants legal name on application must be the same as the name of the title or Certificate of Origin.

Fill in the year, make, VIN, and color of vehicle in Section III.

Enter purchase price of vehicle as shown on bill of sale. Exclude F.E.T., warranties, and rebates. Include any accessories.

If you have a trade-in, enter year, make, and VIN of trade-in and trade-in allowance.

Bill of Sale required on all purchases.

Enter lienholder information.

Signature of owner required or can be signed by someone other than owner if power of attorney attached.

**NOTE: White outs or cross offs will make this document invalid and will delay the registration process.**

**MOTOR VEHICLE DIVISION**  
ND DEPARTMENT OF TRANSPORTATION  
608 E BOULEVARD AVE  
BISMARCK ND 58505-0780  
Telephone (701) 328-2725  
Fax (701) 328-3500  
Website: [www.dot.nd.gov](http://www.dot.nd.gov)

## IRP ADDED JURISDICTIONS REQUEST

North Dakota Department of Transportation, Motor Vehicle Division  
SFN 13060 (Rev. 05-2008)

IRP Account Number	Fleet Number		Effective Date	

Company Name

\_\_\_\_\_

The following jurisdictions are to be added to my account.

[illegible]

X

Signature

Date \_\_\_\_\_

\* Quebec requires the number of axles (2-6) for the combination of vehicles (tractor-trailer/truck etc.).



**Instructions for Completing Added Jurisdiction Request:**

**IRP Account Number** - Enter assigned IRP account number.

**Company Name** - Enter name of IRP account.

**State or Province** - Enter the state or province

**Weight** - Enter the gross weight requested in pounds.

**Note:** The added states and/or provinces will be added to all the vehicles in your account, but all the vehicles do not have to have the same gross weight. Please specify unit number and list appropriate weight.

**Signature** - Please sign and date at the bottom.

**IRP WEIGHT INCREASE**

North Dakota Department of Transportation, Motor Vehicle Division  
SFN 53330 (Rev. 05-2008)

IRP Account Number

Fleet Number

Effective Date

Company Name







1001

[illegible]

X

Signature

Date

\*Quebec requires the number of axles (2-6) for the combination of vehicles (tractor-trailer/truck etc.).



**Instructions for Completing Weight Increase:**

**IRP Account Number** - Enter the assigned IRP account number.

**Company Name** - Enter the name of the IRP account.

**Vehicle Identification Number** - Enter the last eight digits of the VIN.

**Title Number** - Enter the title number of the vehicle.

**State or Province** - Fill in the state or province.

**Increased Weight** - Enter the gross weight requested in pounds; Quebec requires the number of axles (2-6) for the combination of vehicles.

**Signature** - Please sign and date at the bottom.

## SFN 18609 - Damage/Salvage Disclosure Statement

### DAMAGE/SALVAGE DISCLOSURE STATEMENT

North Dakota Department of Transportation, Motor Vehicle Division  
SFN 18609 (Rev. 07-2009)

Motor Vehicle Division  
ND Department of Transportation  
608 East Boulevard Avenue  
Bismarck, ND 58505-0780  
Telephone (701) 328-2725  
Fax (701) 328-1487  
Web site: www.dot.nd.gov

This form must be completed for all vehicles less than nine (9) model years old.

This form must be signed by the transferor (seller), given to the transferee (buyer), and accompany the application for title when submitted by the transferee (buyer).

Transferee (Buyer) Legal Name			Daytime Telephone Number	
Address		City	State	Zip Code
Year	Make	Model	Style	
Vehicle Identification Number			Title Number	
Name of Transferor (Seller)			Daytime Telephone Number	
Address		City	State	Zip Code

A person repairing, replacing parts, or performing body work on a motor vehicle that is less than nine (9) years old shall provide a statement to the owner of the motor vehicle when the motor vehicle has sustained motor vehicle damage requiring disclosure under this section. The owner shall disclose this damage when ownership of the motor vehicle is transferred. When a vehicle is damaged in excess of seventy-five percent of its retail value as determined by the national automobile dealers association official used car guide, the person repairing, replacing parts, or performing body work on the motor vehicle that is less than nine (9) years old shall also advise the owner of the motor vehicle that the owner of the vehicle must comply with section 39-05-20.2. (See Below)

The amount of damage to a motor vehicle is determined by adding the retail value of all labor, parts, and material used in repairing the damage. When the retail value of labor has not been determined by a purchase in the ordinary course of business, for example when the labor is performed by the owner of the vehicle, the retail value of the labor is presumed to be the product of the repair time, as provided in a generally accepted autobody repair flat rate manual, multiplied by thirty-five dollars.

#### DAMAGE DISCLOSURE: NDCC 39-05-17.2

Within the past eight (8) years, has this vehicle sustained body or structural damage from a vehicular crash or accident, including loss by fire, vandalism, weather, or submersion in water, resulting in damage to the motor vehicle which equals or exceeds the greater of \$8,000 or forty percent of the predamage retail value of the motor vehicle as determined by the national automobile dealers association official used car guide? The term does not include body or structural modifications, normal wear and tear, glass damage, hail damage, or items of normal maintenance and repair.

<input type="checkbox"/> Yes <input type="checkbox"/> No	Type of Damage (check all that apply)	<input type="checkbox"/> Collision	<input type="checkbox"/> Weather	<input type="checkbox"/> Theft	<input type="checkbox"/> Interior	<input type="checkbox"/> Other
		<input type="checkbox"/> Water	<input type="checkbox"/> Vandalism	<input type="checkbox"/> Fire	<input type="checkbox"/> Under Carriage	

Has this vehicle been damaged in excess of seventy-five percent (75%) of its retail value? ☐ Yes ☐ No

Explanation of Damage

Signature of Transferor (Seller)

Date

X

Any person who makes a false statement on this form is guilty of a Class A Misdemeanor.

#### SALVAGE CERTIFICATE OF TITLE: NDCC 39-05-20.2

The owner of a vehicle that is damaged in excess of seventy-five percent of its retail value as determined by the national automobile dealers association official used car guide, shall forward the title for that vehicle to the department within ten days and the department shall issue a salvage certificate of title. Glass damage and hail damage must be excluded in the determination of whether a vehicle has been damaged in excess of seventy-five percent of the vehicle's retail value. If a vehicle for which a salvage certificate of title has been issued is reconstructed, a regular certificate of title may be obtained by completing an application for the certificate. The applicant shall include with the application a certificate of inspection in the form required by the department, the salvage certificate of title, and a five dollar fee. The department shall place on the regular certificate of title and on all subsequent certificates of title issued for the vehicle, a notation that damage disclosure information is available from the department. The department may not issue a new certificate unless the vehicle identification number of the vehicle has been inspected and found to conform to the description given in the application, or unless other proof of the identity of the vehicle has been provided to the satisfaction of the department.



# FORM 2290 - Schedule 1 - Schedule Of Heavy Highway Vehicles

## SCHEDULE 1 (Form 2290)

(Rev. July 2013)  
Department of the Treasury  
Internal Revenue Service

## Schedule of Heavy Highway Vehicles

For the period July 1, 2013, through June 30, 2014

► Complete and file both copies of Schedule 1. One copy will be stamped and returned to you for use as proof of payment when registering vehicle(s) with a state.

OMB No. 1545-0143

<b>Type or Print</b>	Name	Employer identification number <div style="border: 1px solid black; width: 100px; height: 20px; margin-top: 5px;"></div>
	Address (number, street, and room or suite no.)	
	City or town, state or province, country, and ZIP or foreign postal code	

Part I	Vehicles You Are Reporting (enter VIN and category)	Category A through W (category W for suspended vehicles)
1	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	
2	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	
3	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	
4	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	
5	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	
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22	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	
23	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	
24	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	

Part II	Summary of Reported Vehicles
a	Total number of vehicles
b	Enter the total number of taxable vehicles on which the tax is suspended (category W)
c	Total number of taxable vehicles. Subtract line b from line a

For Privacy Act and Paperwork Reduction Act Notice, see the separate instructions.

Cat. No. 112500

Schedule 1 (Form 2290) (Rev. 7-2013)

# FORM MSC-150 - Motor Carrier Identification Report (Application for USDOT Number)

U.S. Department of Transportation Federal Motor Carrier Safety Administration		<b>Motor Carrier Identification Report</b> (Application for USDOT Number)																																																																																																																																																																																																																																																																				
REASON FOR FILING <input checked="" type="checkbox"/> ANNUAL UPDATE OR CHANGES																																																																																																																																																																																																																																																																						
1. NAME OF MOTOR CARRIER				2. TRADE OR D.B.A. (DOING BUSINESS AS) NAME																																																																																																																																																																																																																																																																		
3. PRINCIPAL ADDRESS		4. CITY		5. STATE/PROVINCE		6. ZIP CODE+4																																																																																																																																																																																																																																																																
8. MAILING ADDRESS		9. CITY		10. STATE/PROVINCE		11. ZIP CODE+4																																																																																																																																																																																																																																																																
12. COLONIA (MEXICO ONLY)																																																																																																																																																																																																																																																																						
13. PRINCIPAL BUSINESS PHONE NUMBER			14. PRINCIPAL CONTACT CELL PHONE NUMBER		15. PRINCIPAL BUSINESS FAX NUMBER																																																																																																																																																																																																																																																																	
16. USDOT NO.		17. MC OR MX NO.		18. DUN & BRADSTREET NO.		19. IRS/TAX ID NO.																																																																																																																																																																																																																																																																
				EIN		SSN																																																																																																																																																																																																																																																																
20. INTERNET E-MAIL ADDRESS				21. CARRIER MILEAGE (to nearest 10,000 miles for last calendar year) YEAR																																																																																																																																																																																																																																																																		
22. COMPANY OPERATION (Mark all that apply) A. <input type="checkbox"/> Interstate Carrier    B. <input type="checkbox"/> Intrastate Hazmat Carrier    C. <input type="checkbox"/> Intrastate Non-Hazmat Carrier    D. <input type="checkbox"/> Interstate Hazmat Shipper    E. <input type="checkbox"/> Intrastate Hazmat Shipper																																																																																																																																																																																																																																																																						
23. OPERATION CLASSIFICATION (Mark all that apply) A. <input type="checkbox"/> Authorized For-Hire    D. <input type="checkbox"/> Private Passengers (Business)    G. <input type="checkbox"/> U. S. Mail    J. <input type="checkbox"/> Local Government B. <input type="checkbox"/> Exempt For-Hire    E. <input type="checkbox"/> Private Passengers (Non-Business)    H. <input type="checkbox"/> Federal Government    K. <input type="checkbox"/> Indian Tribe C. <input type="checkbox"/> Private Property    F. <input type="checkbox"/> Migrant    I. <input type="checkbox"/> State Government    L. <input type="checkbox"/> Other																																																																																																																																																																																																																																																																						
24. CARGO CLASSIFICATIONS (Mark all that apply) A. <input type="checkbox"/> GENERAL FREIGHT    G. <input type="checkbox"/> BUILDING MATERIALS    M. <input type="checkbox"/> PASSENGERS    S. <input type="checkbox"/> GARBAGE, REFUSE, TRASH    Y. <input type="checkbox"/> PAPER PRODUCT B. <input type="checkbox"/> HOUSEHOLD GOODS    H. <input type="checkbox"/> MOBILE HOMES    N. <input type="checkbox"/> OIL FIELD EQUIPMENT    T. <input type="checkbox"/> U.S. MAIL    Z. <input type="checkbox"/> UTILITY C. <input type="checkbox"/> METAL SHEETS, COILS, ROLLS    I. <input type="checkbox"/> MACHINERY, LARGE OBJECTS    O. <input type="checkbox"/> LIVESTOCK    U. <input type="checkbox"/> CHEMICALS    AA. <input type="checkbox"/> FARM SUPPLIES D. <input type="checkbox"/> MOTOR VEHICLES    J. <input type="checkbox"/> FRESH PRODUCE    P. <input type="checkbox"/> GRAIN, FEED, HAY    V. <input type="checkbox"/> COMMODITIES DRY BULK    BB. <input type="checkbox"/> CONSTRUCTION E. <input type="checkbox"/> DRIVE AWAY/TOWAWAY    K. <input type="checkbox"/> LIQUIDS/GASES    Q. <input type="checkbox"/> COAL/COKE    W. <input type="checkbox"/> REFRIGERATED FOOD    CC. <input type="checkbox"/> WATER WELL F. <input type="checkbox"/> LOGS, POLES, BEAMS, LUMBER    L. <input type="checkbox"/> INTERMODAL CONT.    R. <input type="checkbox"/> MEAT    X. <input type="checkbox"/> BEVERAGES    DD. <input type="checkbox"/> OTHER																																																																																																																																																																																																																																																																						
25. HAZARDOUS MATERIALS (CARRIER OR SHIPPER) (Mark all that apply) <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4">(C) CARRIER</th> <th colspan="4">(S) SHIPPER</th> <th colspan="4">(B) BULK - IN CARGO TANKS</th> <th colspan="4">(NB) NON-BULK - IN PACKAGES</th> </tr> <tr> <th></th> <th>C</th> <th>S</th> <th>B</th> <th>NB</th> <th></th> <th>C</th> <th>S</th> <th>B</th> <th>NB</th> <th></th> <th>C</th> <th>S</th> <th>B</th> <th>NB</th> <th></th> <th>C</th> <th>S</th> <th>B</th> <th>NB</th> </tr> </thead> <tbody> <tr> <td>A. DIV 1.1</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>K. DIV 2.2D (Ammonia)</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>U. DIV 4.2</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>EE. HRCQ</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>B. DIV 1.2</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>L. DIV 2.3A</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>V. DIV 4.3</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>FF. CLASS 8</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>C. DIV 1.3</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>M. DIV 2.3B</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>W. DIV 5.1</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>GG. CLASS 8A</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>D. DIV 1.4</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>N. DIV 2.3C</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>X. DIV 5.2</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>HH. CLASS 8B</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>E. DIV 1.5</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>O. DIV 2.3D</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Y. DIV 6.2</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>II. CLASS 9</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>F. DIV 1.6</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>P. Class 3</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Z. DIV 6.1A</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>JJ. ELEVATED TEMP MAT.</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>G. DIV 2.1 (Flam. Gas)</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Q. Class 3A</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>AA. DIV 6.1B</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>KK. INFECTIOUS WASTE</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>H. DIV 2.1 LPG</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>R. Class 3B</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>BB. DIV 6.1 POISON</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>LL. MARINE POLLUTANTS</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>I. DIV 2.1 (Methane)</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>S. COMB LIQ</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>CC. DIV 6.1 SOLID</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>MM. HAZARDOUS SUB (RQ)</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>J. DIV 2.2</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>T. DIV 4.1</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>DD. CLASS 7</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>NN. HAZARDOUS WASTE</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>OO. ORM</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>							(C) CARRIER				(S) SHIPPER				(B) BULK - IN CARGO TANKS				(NB) NON-BULK - IN PACKAGES					C	S	B	NB		C	S	B	NB		C	S	B	NB		C	S	B	NB	A. DIV 1.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	K. DIV 2.2D (Ammonia)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	U. DIV 4.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EE. HRCQ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. DIV 1.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	L. DIV 2.3A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	V. DIV 4.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FF. CLASS 8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C. DIV 1.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M. DIV 2.3B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	W. DIV 5.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GG. CLASS 8A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D. DIV 1.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N. DIV 2.3C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X. DIV 5.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HH. CLASS 8B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E. DIV 1.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	O. DIV 2.3D	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Y. DIV 6.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	II. CLASS 9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F. DIV 1.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	P. Class 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Z. DIV 6.1A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	JJ. ELEVATED TEMP MAT.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	G. DIV 2.1 (Flam. Gas)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Q. Class 3A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AA. DIV 6.1B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	KK. INFECTIOUS WASTE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H. DIV 2.1 LPG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R. Class 3B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BB. DIV 6.1 POISON	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LL. MARINE POLLUTANTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	I. DIV 2.1 (Methane)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	S. COMB LIQ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CC. DIV 6.1 SOLID	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MM. HAZARDOUS SUB (RQ)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	J. DIV 2.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	T. DIV 4.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DD. CLASS 7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NN. HAZARDOUS WASTE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																OO. ORM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(C) CARRIER				(S) SHIPPER				(B) BULK - IN CARGO TANKS				(NB) NON-BULK - IN PACKAGES																																																																																																																																																																																																																																																										
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A. DIV 1.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	K. DIV 2.2D (Ammonia)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	U. DIV 4.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EE. HRCQ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																																																																																																																																																																																																			
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D. DIV 1.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N. DIV 2.3C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X. DIV 5.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HH. CLASS 8B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																																																																																																																																																																																																			
E. DIV 1.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	O. DIV 2.3D	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Y. DIV 6.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	II. CLASS 9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																																																																																																																																																																																																			
F. DIV 1.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	P. Class 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Z. DIV 6.1A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	JJ. ELEVATED TEMP MAT.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																																																																																																																																																																																																			
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H. DIV 2.1 LPG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R. Class 3B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BB. DIV 6.1 POISON	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LL. MARINE POLLUTANTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																																																																																																																																																																																																			
I. DIV 2.1 (Methane)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	S. COMB LIQ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CC. DIV 6.1 SOLID	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MM. HAZARDOUS SUB (RQ)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																																																																																																																																																																																																			
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26. NUMBER OF VEHICLES THAT WILL BE OPERATED IN THE U.S.																																																																																																																																																																																																																																																																						
		Straight Trucks	Truck Tractors	Trailers	Hazmat Cargo Tank Trucks	Hazmat Cargo Tank Trailers	Motor-coach	Number of vehicles carrying number of passengers (including the driver)																																																																																																																																																																																																																																																														
								School Bus				Mini-bus		Passenger Van		Limousine																																																																																																																																																																																																																																																						
								1-8	9-15	16+	16+	1-8	9-15	1-8	9-15	1-8	9-15	16+																																																																																																																																																																																																																																																				
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TRIP LEASED																																																																																																																																																																																																																																																																						
27. DRIVER INFORMATION				INTERSTATE				INTRASTATE				TOTAL DRIVERS				TOTAL CDL DRIVERS																																																																																																																																																																																																																																																						
Within 100-Mile Radius																																																																																																																																																																																																																																																																						
Beyond 100-Mile Radius																																																																																																																																																																																																																																																																						
28. IS YOUR USDOT NUMBER REGISTRATION CURRENTLY REVOKED BY THE FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION? <input type="radio"/> Yes <input type="radio"/> No If Yes, enter your USDOT Number. _____																																																																																																																																																																																																																																																																						
29. PLEASE ENTER NAME(S) OF SOLE PROPRIETOR(S), OFFICERS OR PARTNERS AND TITLES (e.g. president, treasurer, general partner, limited partner) 1. _____ 2. _____																																																																																																																																																																																																																																																																						
30. CERTIFICATION STATEMENT (to be completed by authorized official) I, _____ certify that I am familiar with the Federal Motor Carrier Safety Regulations and/or Federal Hazardous Materials Regulations. Under penalties of perjury, I declare that the information entered on this report is, to the best of my knowledge and belief, true, correct, and complete. Signature _____ Date _____ Title _____ (Please print)																																																																																																																																																																																																																																																																						

Form MCS-150 (Revised: 6/12/2007)

# Unified Carrier Registration Form

## UNIFIED CARRIER REGISTRATION FORM -Year \_\_\_\_\_

To register online go to [www.ucrrenewals.nd.gov](http://www.ucrrenewals.nd.gov)

SECTION 1. GENERAL INFORMATION					
USDOT Number	MC or MX Number	FF Number	Telephone Number	Fax Number	
Legal Name			E-Mail Address		
Doing Business Under The Following Name (DBA)					
Principal Place Of Business Street Address (See Instructions)					
Principal Business City		Principal Business State		Zip Code	
Mailing Street Address					
Mailing City		Mailing State		Mailing Zip Code	
SECTION 2. CLASSIFICATION – Check All That Apply					
<input type="checkbox"/> Motor Carrier <input type="checkbox"/> Motor Private Carrier <input type="checkbox"/> Broker <input type="checkbox"/> Leasing Company <input type="checkbox"/> Freight Forwarder					
SECTION 3. FEES DUE-BROKERS, FREIGHT FORWARDERS AND LEASING COMPANIES ONLY					
<i>Note: If your company is also a motor carrier or motor private carrier, skip this section and go to section 4.</i> Brokers, freight forwarders and leasing companies (not combined with a motor carrier entity), please submit the amount due of \$76 in the form of payment acceptable by your base state and go to Section 7.					
SECTION 4. NO. OF MOTOR VEHICLES– MOTOR CARRIER & MOTOR PRIVATE CARRIER					
<i>Check only one box:</i> <input type="checkbox"/> The number of vehicles shown below has been taken from section 26 of your last reported MCS-150 form. <input type="checkbox"/> The number of vehicles shown below is the total number owned and operated for the 12-month period ending June 30, _____.					
LINE NO.	NUMBER OF STRAIGHT TRUCKS AND TRACTORS (COLUMN A)	(COLUMN B)	NUMBER OF MOTOR COACHES, SCHOOL BUSES, MINI-BUSES, VANS AND LIMOUSINES (COLUMN C)	TOTAL (COLUMN D)	
1.					
2.	<b>Subtract:</b> <ul style="list-style-type: none"> <li>The number of vehicles on Line 1 in Column C above that has a vehicle capacity of 10 or less passengers, including the driver.</li> <li>(Optional) The number of vehicles on Line 1 in Column A above that is used only in intrastate commerce.</li> </ul>			( )	
3.	<b>(Optional) Add a number of vehicles not shown on Line 1 above that are:</b> <ul style="list-style-type: none"> <li>Commercial motor vehicles operating solely in intrastate commerce. (See instructions for definition of commercial motor vehicle.)</li> <li>Used in commerce to transport passengers or property for compensation and have a GVWR or GVW of 10,000 lbs or less, or a passenger capacity of 10 or less, including the driver.</li> </ul>				
4.	Total Number of Vehicles (Line 1 minus Line 2 plus Line 3)				
SECTION 5. FEE TABLE					
Number of Vehicles	Amount Due	Number of Vehicles	Amount Due	Number of Vehicles	Amount Due
0-2	\$76	6-20	\$452	101-1000	\$7,511
3-5	\$227	21-100	\$1,576	1001 or more	\$73,346
SECTION 6. FEES DUE – MOTOR CARRIER & MOTOR PRIVATE CARRIER					
Using the number of vehicles in Section 4, Line 4 above, enter the Amount Due from the table above.					\$
<i>Note: See last page of this pamphlet for the types of payment your selected base state will accept.</i>					
SECTION 7. CERTIFICATION					
I, the undersigned, under penalty for false statement, certify that the above information is true and correct and that I am authorized to execute and file this document on behalf of the applicant. (Penalty provisions subject to the laws of the registration state.)					
Name Of Owner Or Authorized Representative (Printed)					Date
Signature			Title		

## Glossary

### Glossary Definitions

**Ad Valorem.** A tax charged by some Jurisdictions in proportion to the estimated value of the vehicle.

**Allocated Vehicle.** Vehicle to which a particular Jurisdiction's basic registration plate or apportioned registration plate is attached upon payment of the state's full basic registration fee. A portion of each fleet of one-way vehicles is "allocated" to each jurisdiction into or through which the fleet travels (each vehicle of the fleet need not enter every jurisdiction).

**Applicant.** Person, firm, or corporation in whose name or names a vehicle or fleet will be properly registered.

**Apportionable Fee.** Any periodic recurring fee or tax required for registering vehicles, such as registration, license, or weight fees.

**Apportionable Vehicle.** Any power unit (except as provided below) that is used or intended for use in two or more member jurisdictions and that is used for the transportation of persons for hire or designed, used, or maintained primarily for the transportation of property, and:

- (i) has two axles and a gross vehicle weight or registered gross vehicle weight in excess of 26,000 pounds (11,793.401 kilograms), or
- (ii) has three or more axles, regardless of weight, or
- (iii) is used in combination, when the gross vehicle weight of such combination exceeds 26,000 pounds (11,793.401 kilograms).

A recreational vehicle, a vehicle displaying restricted plates, a bus used in the transportation of chartered parties or a government-owned Vehicle, is not an apportionable vehicle; except that a truck or truck tractor, or the power unit in a combination of vehicles having a gross vehicle weight of 26,000 pounds (11,793.401 kilograms), or less, and a bus used in the transportation of chartered parties, nevertheless may be registered under the plan at the option of the registrant.

**Apportioned Registration.** Registration that allows commercial vehicles to comply with registration requirements of more than one jurisdiction and to pay registration fees based on the percentage of operation in those jurisdictions.

**Audit.** Physical examination of carrier's records, including source documents, to verify fleet mile-

age and accuracy of record keeping.

**Axle.** A supporting shaft or member upon which a wheel or wheels revolve.

**Axle Weight.** The weight transmitted to the highway by an axle unit.

**Base Jurisdiction.** The member jurisdiction, to which an applicant applies for apportioned registration under the plan or the member jurisdiction that issues apportioned registration to a registrant under the plan.

**Base Plate.** The plate issued by the base jurisdiction and is the only registration identification plate issued for the vehicle by any member jurisdiction. Base plates shall be identified by having the word "APPORTIONED", "APP", or "PRP" and the jurisdiction's name on the plate.

**Bus (BU).** Means a motor vehicle designed to carry more than 10 passengers.

**Cab Card.** A registration card issued for a vehicle of an apportioned fleet which identifies the specific vehicle for which it was issued, the base jurisdiction of the fleet, the registered weight of the vehicle in each apportioned jurisdiction, and the jurisdictions where the vehicle is properly registered.

**Carrier.** Individual, partnership, or corporation engaged in the business of transporting persons or property.

**Chartered Bus.** A motor vehicle used as a limited passenger vehicle exclusively for the conveyance of a person or group of persons to whom or for whose use the vehicle is chartered at a fixed price for the use of the whole vehicle.

**Chartered Party.** Group of persons who, pursuing a common purpose, under a single contract, and at a fixed charge, has acquired the exclusive use of a passenger-carrying motor vehicle to travel together as a group to a specified destination or for a particular itinerary.

**Combination of Vehicles.** Two or more vehicles coupled together.

**Combined Gross Weight.** Total empty weight of a combination of vehicles plus the total weight of the maximum load carried on that combination of vehicles.

**Commercial Vehicle.** Vehicle that is used for the transportation of persons for compensation or profit; or, is designed or used primarily for the transportation of property.

**Credentials.** The plate, cab card, and decal issued to reflect the apportioned registration of a vehicle.



**Empty Weight.** Weight of a vehicle fully equipped for service, excluding the weight of any load.

**Established Place of Business.** "Established Place of Business" means a physical structure located within the Base Jurisdiction that is owned or leased by the Applicant or Registrant and whose street address shall be specified by the Applicant or Registrant. This physical structure shall be open for business and shall be staffed during regular business hours by one or more persons employed by the Applicant or Registrant on a permanent basis (i.e., not an independent contractor) for the purpose of the general management of the Applicant's or Registrant's trucking-related business (i.e., not limited to credentialing, distance and fuel reporting, and answering telephone inquiries). The Applicant or Registrant need not have land line telephone service at the physical structure. Records concerning the Fleet shall be maintained at this physical structure (unless such records are to be made available in accordance with the provisions of Section 1035). The Base Jurisdiction may accept information it deems pertinent to verify that an Applicant or Registrant has an Established Place of Business within the Base Jurisdiction.

**Estimated Distance.** The anticipated distance a fleet is expected to travel in a member jurisdiction during an applicable registration year as reported by an applicant or the distance assigned to the fleet by the base jurisdiction.

**Federal Heavy Vehicle Use Tax.** Tax paid to the IRS by all interstate carriers with vehicles having a gross weight of 55,000 lbs/24,948 kg or more.

**Fleet.** One or more vehicles registered for operation in the same jurisdictions.

**Gross Vehicle Weight.** The number of pounds derived by adding the weights on all the axles of a commercial vehicle.

**ICC.** The abbreviation for the former United States Interstate Commerce Commission. Now under the authority of the US Department of Transportation.

**IRP.** International Registration Plan.

**In Jurisdiction Miles.** The total number of miles operated by a fleet of apportioned vehicles in a jurisdiction during the preceding year.

**International Registration Plan.** An agree-

ment between member jurisdictions for prorating or apportioning registration fees based on fleet mileage traveled in each jurisdiction.

**Interstate.** Vehicle movement between or through two or more jurisdictions.

**Intrastate.** Vehicle movement from one point within a jurisdiction to another point within the same jurisdiction.

**Jurisdiction.** State or province of a country.

**Latest Price.** Actual price of vehicle paid by the current owner, excluding sales tax, including accessories or modifications attached to the vehicle. A trade-in cannot be used to reduce the purchase price.

**Lease.** Written document vesting exclusive possession, control of and responsibility for the operation of the vehicle to a lessee for a specific period of time.

- **Long term lease.** A lease of 30 days and longer.

- **Short term lease.** A lease of less than 30 days.

**Lessee.** Individual, partnership, or corporation having the legal possession and control of a vehicle owned by another under the terms of a lease agreement.

**Lessor.** Individual, partnership, or corporation which under the terms of a lease, grants the legal right of possession, control of and responsibility for the operation of the vehicle to another individual, partnership, or corporation.

**Loaded Weight.** The weight transmitted to the road through an axle or set of axles, when the vehicle is fully loaded.

**Mileage Reporting Year.** Period of twelve (12) consecutive months (July 1 to June 30) immediately prior to the beginning of the registration or license year for which apportioned registration is requested.

**Mobile Home Toter.** A motor vehicle designed without a fifth wheel and used exclusively for pulling mobile homes on their own axles.

**Operational Records.** Documents supporting miles traveled in each jurisdiction and total miles traveled, such as VTRs, fuel reports, trip sheets, and logs.

**Owner.** Any individual, partnership, or corporation other than a lien-holder, holding legal title to a vehicle.

**Owner-Operator.** Equipment lessor (owner)

who leases vehicles, with drivers, to a motor carrier.

**Power Unit.** See bus, truck, truck-tractor, road tractor, tractor, dump truck, tow truck, or mobile home toter.

**Private Carrier.** Individual, partnership, or corporation which utilizes its own trucks to transport its own freight.

**Reciprocity.** Reciprocity means the reciprocal grant by one Jurisdiction of operating rights or privileges to properly registered vehicles registered by another Jurisdiction, especially, but not exclusively including privileges generally conferred by Vehicle registration.

**Reciprocity Agreement.** An agreement, arrangement or understanding governing the reciprocal grant of rights and/or privileges to vehicles which are parties to such an agreement, arrangement, or understanding.

**Registration Card.** See cab card.

**Registration Year.** The twelve month period during which the registration plates issued by the base jurisdiction are valid according to the laws of the base jurisdiction.

**Rental Fleet.** Vehicles the rental owner designates as a rental fleet and which are offered for rent with or without drivers.

**Reporting Period.** The period of twelve consecutive months immediately prior to July 1 of the calendar year immediately preceding the beginning of the registration year for which apportioned registration is sought. If the registration year begins on any date in July, August, or September, the reporting period shall be the previous such twelve-month period.

**Residence.** The status of an applicant or a registrant as a resident of a member jurisdiction.

**Restricted Plate.** A plate that has a time, geographic area, distance, or commodity restriction or a mass transit or other special plate issued for a bus leased or owned by a municipal government, a state or provincial transportation authority, or a private party, and operated as part of an urban mass transit system, as defined by the jurisdiction that issues the plate.

**Road Tractor (RT).** A motor vehicle designed without a fifth wheel and used for pulling other vehicles by means of a ball hitch and so constructed to carry only part of the weight of the vehicle being towed. In North Dakota, Mobile Home Toters are licensed as Road Tractors (RT).

**Serial Numbers.** See vehicle identification

number.

**Sublease.** Lease made to another person or company by the person or company to whom a vehicle is leased.

**Total Distance.** All distance, including that accrued on trip permits, operated by a fleet of apportioned vehicles. Total distance includes the full distance traveled in all vehicle movements, both interjurisdictional and intrajurisdictional, and including loaded, empty, deadhead, and bobtail distance. Distance traveled by a vehicle while under a trip lease shall be considered to have been traveled by the lessor's fleet.

**Tow/Recovery Vehicle (TW).** A motor vehicle designed for towing and recovering vehicles which are wrecked, damaged, disabled, abandoned, or are replacement vehicles.

**Tractor (TR).** Motor vehicle designed and used to pull other vehicles and NOT constructed to carry a load other than part of the weight of the pulled vehicle and its load.

**Trip Lease.** Lease of vehicle equipment to a carrier (lessee) for a single interstate movement. The term may also include a similar movement intrastate where such movement is authorized under the laws of the Jurisdiction.

**Trip Permit.** Temporary permit issued by a jurisdiction in lieu of regular registration.

**Trip Records.** Records maintained on distances traveled for each unit on a monthly/quarterly basis and accumulate totals annually. The reporting period for actual distance traveled is July 1 to June 30 of the preceding year. The reporting period for estimated distance is for the projected registration year. These records are subject to audit by the base jurisdiction as well as host jurisdictions.

**Truck (TK).** Motor vehicle designed and used for the transportation of property generally not designed and used to pull other vehicles.

**Truck-Tractor (TT).** Motor vehicle designed and used for pulling other vehicles, but constructed to carry a load other than part of the vehicle being pulled and its load.

**Unladen Weight (Tare Weight).** The actual weight of the vehicle including the cab, body and all accessories with which the vehicle is equipped for normal use on the highway excluding the weight of any load.

**Vehicle Identification Number.** Identifying numbers and letters assigned to a vehicle for the purpose of titling and registration.

